

Venetian Isles Condominium Association, Inc. Contractor Guidelines

Introduction

While the Board of Directors recognizes the desire of an owner to make their unit conform to their personal requirements, the Association must balance that desire with the rights of all owners. The following guidelines are intended to protect the safety and comfort of all residents and to preserve and protect the common elements of the building and adjacent property.

Any owner who desires to remodel a unit must comply with these guidelines and furnish a copy of these guidelines to any architect, designer or contractor and/or tradesperson who plans to perform work in Venetian Isles. The Board of Directors must approve all work in advance. The owner must permit inspection of the unit by a Board member or a representative of the Board at any time during construction and upon completion.

Prior to beginning any work, the owner must:

- Notify the Board and provide a written proposal or plan describing the scope of work to be performed (including the location and extent of any demising walls to be removed or installed). The owner's contractor must submit a detailed construction and work schedule prior to commencement of the work. The schedule should indicate the start of construction, duration of the project and anticipated completion date.
- All plans must certify and state that all work will be performed in accordance with the City of Punta Gorda Codes, the Declaration of Condominium of Venetian Isles Condominium Association, and these Contractor Guidelines.
- Retain only bonded contractors to perform the work. The Board must approve all contractors.
- Provide the Board with a Certificate of Insurance for Workers Compensation, General Liability (minimum \$1,000,000) and Umbrella from either an Owners insurance carrier if the owner is performing the work, or the contractor's insurance carrier, naming as additional insured The Venetian Isles Condominium Association.
- The use of jackhammers, chipping hammers or coring is strictly prohibited. Channeling the ceiling or concrete floors is not permitted. See section detailing "Strictly Prohibited Work". The Board of Directors reserves the right to prohibit the use of any tool or device that may cause structural damage, intolerable noise or nuisance, either prior to or during the actual work.

The insurance coverage must be provided by a company licensed by the State of Florida and must provide thirty (30) days written notice of expiration or cancellation.

All work done within any unit must comply with the following rules.

Common Area Protection

Any damage to the building exterior, landscaping,, sidewalks or parking surface will be charged to the unit owner. A second offense will lead to immediate removal of the contractor from the premises. All contractor's vehicles and trailers must park in the VISITOR parking area at ALL TIMES. All power tools (saws, planers,sanders, etc.) must be operated in the Visitor parking areas.

Conduct

The unit owner is responsible for all actions of the unit owner's contractors, employees, agents and visitors. No loud, abusive or offensive language or actions will be permitted. Playing of music or radios that can be heard outside of the unit under construction is not permitted. Inappropriate attire may include, but is not limited to working shirtless or display clothing with offensive messages. No smoking is permitted in any common area.

Debris

The unit owner is responsible for seeing to the removal of all construction debris. No debris may be left in the common areas or in the Association's refuse containers. If debris is found in any of these areas the unit owner will be billed for the total cost of removing the debris and disposal at a Charlotte County approved dump site.

Electrical

When electrical upgrades are planned, the unit owner must contract a licensed electrician and all wiring must meet local and national electrical codes.

Flammable Materials

Volatile or flammable materials present in owner's unit must be enclosed in an unbreakable and safe container. Welding or cutting torches are never permitted. All contractors, residents and other parties on the premises are not permitted to smoke during the use of any flammable material. Any hazardous materials and flammable materials must be removed from the unit premises each day.

Hours

All work shall be performed between the hours of 8:00 a.m. and 5:00 p.m. Monday through Saturday. Emergency plumbing and HVAC repairs are exempt from this requirement.

Inspection

The Board of Directors or it's assigned agent reserves the right to inspect all remodeling work and to stop the work if it is not in compliance with the project that was approved within these Guidelines. If unapproved work is performed, the unit owner must restore the unauthorized work to its original condition at the owner's expense.

Liens

The contractor or any sub-contractor shall have no authority to place a lien upon the Condominium Association or any interest therein.

Miscellaneous

- All tools, materials and equipment must remain within the unit and may not be stored in any of the common areas. Vehicles and trailers must be removed at the end of each work day.
- To minimize the transmission of sound between adjacent units, wood floors must be installed over a minimum of ¼" cork sheet. Marble, stone or ceramic tile must be installed over a minimum ¼" cork sheet with an approved adhesive. (Refers to second story units)
- The unit owner is responsible for compliance with all Contractor Guidelines. It is the unit owner's responsibility to provide a copy of these Contractor Guidelines to every contractor and contractor must instruct his employees and sub-contractors about these rules and guidelines and enforce compliance at all times.

Permits

Either the unit owner or contractor shall obtain all necessary permits or licenses before commencing any work. All contractors must be bonded and licensed by the State of Florida.

Stone Work and Tile

No cutting is permitted in close proximity to the building or unit owner parking spaces. Tile and/or stone cutting must be done within the Visitor parking area. All work areas must be thoroughly swept and hosed down at the end of each work day. No cleaning of tools (drywall mud buckets, tools, grout, etc.) can be done in the Common Areas. Failure to follow this guideline will result in the unit owner being assessed \$100.00 per occurrence.

Strictly Prohibited Work

Cutting or sawing of concrete floors is strictly prohibited. Any combustible materials placed above the finished ceiling or in any other concealed space is prohibited.

Any work that will affect or alter the exterior appearance of the owner's unit or the building exterior or will materially change anything within the Common Elements or any of the building's utility or safety systems is strictly prohibited.

Note – Replacing HVAC Equipment

Replacement refrigeration line sets cannot be installed on the building exterior nor through the interior of the building attics without advance written approval of the Board of Directors. The unit owner's contractor will be required to use a specific utility chase material to contain the line set and paint the chase to match the building exterior paint color.

HVAC condensers installed outside the building shall not occupy a footprint greater than the unit being replaced without the written approval of the Board of Directors prior to any work being done. If the footprint of the new condenser unit dimensionally exceeds the unit you are replacing you may, at the VICA board's discretion, be required to locate the new unit to a new location at the end of the concrete pad on a pre-cast concrete pad and pay for the relocation of the electrical supply/disconnect switch.

Any damage to adjacent units or derated performance due to improper installation is the owner of the newly installed unit's responsibility to remedy.

Amended and adopted by the Venetian Isles Condominium Association
Board of Directors
February 23, 2021