

THE REMINGTON AT BAY COLONY REMODEL APPLICATION

Project/Alteration Approval Form
The Remington at Bay Colony
8665 Bay Colony Drive # 300
Naples, Florida 34108
E-mail: manager@remingtonBC.com
Office: 239.592.5300

Date: _____

Owner(s) Name: _____ Unit # _____ Phone Number: _____

(Read thoroughly, then completely fill out this form. Return pages 1 & 6 via email to above address)

Description of the scope of work for this project:

Proposed start date: ____/____/____ Proposed completion date: ____/____/____

General Contractors: Submit all of the following forms to the email addresses above. (If possible, all forms should be submitted in one composite email through the general contractor).

- A Florida licensed contractor must furnish specifications, plans or sketches of the work to be performed with this application.
- Copy of the permit pack
- Copy of Florida contractor's license
- Copy of all required permits
- Certificate of Insurance adding The Remington as an additional insured, mailed or emailed to the Remington for General Liability and Workers' Compensation Insurance

Contractor's Name: _____ Contact: _____ Phone #: _____

Contractor's License Number: _____

Email Address: _____

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Please Note: The Association may require its engineer to review plans and specifications as part of the approval process. The cost of these engineering services is required to be paid by the Unit Owner prior to work commencement.

REQUIREMENTS:

- **ALL CONTRACTORS AND SUBCONTRACTORS MUST SIGN IN AND OUT AT THE FRONT DESK DAILY**
- **RESPECT OUR PROPERTY. WRITING OR CARVING ON OUR ELEVATOR PROTECTION IS STRICTLY PROHIBITED.**
- **BREAKING ANY OF THESE RULES WILL LEAD TO IMMEDIATE AND PERMANENT REMOVAL FROM REMINGTON PROPERTY AND BAY COLONY, ALONG WITH POSSIBLE VIOLATION FINES.**
- **THE CONSTRUCTION WINDOW IS MAY 1ST THRU OCTOBER 31ST**

UNIT ACCESS: This work project is under the control and full responsibility of the unit owner. All projects, remodeling and/or construction, must be registered with, and approved by the Remington's General Manager prior to the commencement of any project. The following items are required:

- Notice must be given 2 weeks prior to commencement of the project, with the exception of emergency repairs.
- Drawings must be included as to the type of project, along with start date and tentative completion date.
- Contact information for the contractor or representative that will be coordinating the project must be provided.
- A list of all vendors that will be on site during the project.
 - Include vendor's license, proof of insurance and worker's compensation.
 - Estimate number of employees on site & vehicles required to perform the job per vendor.
- If prior notice is not received, the project will be delayed until all the proper documents are received and approved.

PARKING: All contractors MUST park on the service drive, without blocking the drive or the loading dock. Due to our limited parking area, personal vehicles are prohibited. Vendors may need to carpool with their commercial vehicles needed to perform their task. Parking will be strictly enforced. **Parking permits must be displayed in the windshield on the driver's side so the information can be read. The parking permit must also show "The Remington", as well as unit owner & number where you will be working.** Anyone blocking the road, drive or loading dock is subject to towing at owner's expense. Contact the General Manager for any requests for parking beyond the above rules.

DRIVING DIRECTIONS: GPS: Bay Colony Main Gate: 9100 Bay Colony Drive; Naples, Florida 34108. After entering main gate approximately 7/10 of a mile, 2nd high-rise on the right, past Ritz-Carlton. Only use service road parking, just past Remington fountain entrance on the south side of the building.

ACCESS TO THE REMINGTON: **Monday thru Friday 7:30AM to 5:30PM - May 1st thru October 31st.** (7:30am to 8:00am is quiet set up time, no noise. 8-5 noise is allowed. 5:00-5:30 no noise, wrap up and off property by 5:30pm) **Saturday work** is by request only and limited to 8:00am-1:30pm. Contact the General Manager for permission. The Main Gate will be notified by our front security guard regarding the arrival date and estimated completion date. Emergency repairs may be excluded from this time frame. However, this will be coordinated by the General Manager for approval according to each situation.

ENTRY TO THE BUILDING: Vendors may enter the building either at the *Loading & Unloading Only* entrance on the south side of the building or through the receiving dock area. These two areas are used for loading and unloading of materials only. The vehicle must park in vendor designated areas. The vendor then must proceed to the main lobby and sign in with the Front Desk Officer. They are also required to sign out when leaving for the day.

ELEVATORS / UTILITY CARTS: All Contractors MUST use the South & North service elevators only (4500 lb. limit). Do not use private elevators, nor the residents' carts. These are for Unit Owners ONLY

- Elevators must be padded by vendors when moving large items or materials.
- Contractors must not block entrances to the building, service road or service elevators.

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- All loading and unloading of elevators must be completed as soon as possible for continual use by others.
- Defacing our elevator protection will lead to immediate and permanent removal from the Remington property.

UNIT CONTROL:

- If the Unit Owner is on site, they are responsible for opening and closing the unit for their vendors
- If Unit Owner has a Home Watch or Housekeeper, they would be responsible for opening & closing
- If there is a Project Manager, the Unit Owner can supply them with a key to open & close, or the Project Manager could obtain a key from the Front Desk Officer by turning in their driver license or car keys and the key would be logged out to them. Upon returning the key to the front desk at the end of the day, their driver's license or car keys would then be returned
- All the above are responsible to lock the unit and turn off the water main if required
- For service techs and/or small jobs, our staff can open the unit and close the unit. However, our staff will not stay on site during the project nor be responsible for owner approved vendors actions
- The Building Manager will make periodic spot inspections of units
- No lock box's are allowed during remodels.

DAMAGE PROTECTION: Vendors MUST cover the entire service elevator, hallway walls and floors for protection against damage. ¼" Masonite must be installed by the vendor in the hallway floors for both units on that floor. ¼" Masonite will be installed 4' high on walls for the unit that is being worked on. Vendors are to clean up all debris they have created in the hallways, elevators or outside areas **DAILY**. Any contractor causing damage to any of these areas will be responsible for the cost of repair/replacement, this includes repainting of all damaged walls, doors, etc.

DO NOT OBSTRUCT DOORWAYS: when working in units.

TEMPORARY DUMPSTERS: may be permitted with prior approval from the General Manager – all areas around the dumpster MUST be kept neat and orderly by the vendor at all times. No trash is ever to be left around the dumpster area. No overflowing dumpsters are permitted at any time. Dumpsters are for the use of the vendor that brought them in. No other vendors shall use another vendor's dumpster without prior approval from the owning vendor, and must meet the same guidelines as the owning vendor. If a vendor is caught using a dumpster that is not theirs, there will be a \$500 fine charged to the homeowner who will reclaim it from the contractor. Full dumpsters must be emptied or removed.

REQUIREMENTS DURING WEATHER EMERGENCY: It is the responsibility of the owner and contractor to have removed construction materials from the exterior of the building, e.g. dumpsters, porta potties, construction materials, etc., at least 48 hours prior to the predicted landfall of a tropical storm or hurricane until the National Weather Service, National Hurricane Center, or the county through local action has declared all clear.

SAWING: All sawing must be done inside the unit. No sawing is to be done on balconies or in any parking areas without prior approval from the General Manager.

MATERIALS BROUGHT ONSITE: All materials, tools and supplies will not be left in garage or parking areas overnight, unless previously approved by the General Manager. Anything left overnight without the General Managers approval will be confiscated and permanently removed at the expense of the vendor.

MATERIAL DELIVERIES: Supplies and other types of deliveries need to be coordinated through the General Manager to ensure there is space available with no conflict with other vendors and/or residents.

WORKSPACES: Without prior approval from the General Manager, work preparations are not permitted to take place on exterior lanais unless the shutters are down (e.g. mixing of paints, mud, grout, etc.). No work is permitted in the garage or back hallways.

WASTE DISPOSAL / TRASH CHUTES: Trash chutes are NOT to be used by vendors for any reason. Vendors are responsible for disposing of all material off-site on a daily basis. Violations are subject to penalties at the discretion of the Managers office.

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WASH-OUT / DISPOSAL: Grout, paint, mud or any other material may NOT be poured down any building drains, sinks, toilets, bath tubs or trash chutes. These need to be removed from the Remington and are the responsibility of the vendor to dispose of properly *off-site*. Violations are subject to penalties at the discretion of the Managers office.

BREAKS / LUNCHESES: should be confined to the owner's unit or service parking area. No vendors are permitted in the lobby or kitchen during breaks.

RESTROOMS: During the remodel season from May 1st to October 31st, vendors are required to use the unit owners bathrooms, or a porta potty provided by the contractor located in the loading and unloading zone, unless other arrangements are approved by the General Manager. Remington restrooms are not for use by contractors during remodel season.

EMERGENCY PULL CHAINS: The Unit Owner is responsible to make sure the vendor is aware of the emergency pull chain located in the master bathroom, and to make sure that it is not activated by accident, or if mistakenly activated, how to re-set the alarm.

DRILLING, CHISELING, CHIPPING, GRINDING, ETC.: Prior to drilling or moving fixtures in ceiling concrete slabs and/or floor concrete slabs (including lanais), the vendor MUST x-ray the ENTIRE area being drilled into to ensure that post-tension cables, supports, electrical cables, re-bar, water pipes or duct work will not be affected. No concrete "trenching" of any kind is allowed unless discussed and approved by the General Manager along with The Remington's Engineer.

SMOKE ALARMS / SPRINKLER SYSTEMS:

- Smoke alarms are required to be covered prior to interior finish work, which may generate heavy airborne particulates. They are also responsible to notify the Front Desk Officer
- The vendor will be held responsible for any false alarm which causes a fine to be imposed on the Remington
- Any work needed on smoke alarms must be completed by the association's preferred vendor. **Signature Fire & Security: 239.206.1990.** The contractor is responsible for all costs.
- Any work needed on the units fire sprinkler system must be completed by a licensed fire sprinkler contractor – and approved by the General Manager – contractor is responsible for all cost

FIRE WATCHES: Vendor is responsible for any fire watches during the moving or repairing of sprinklers. To use our security for overnight fire watches, contact the General Manager. This service is offered through the main office at a rate of \$50 per hour to cover the night shifts. Prior arrangements are required through the management office – billing will be submitted to the contracting company handling the project.

DUST / DEBRIS CONTROL: Passenger elevators must be sealed off from inside the unit prior to demolition and through the entire project, to prevent dust, debris or fumes going into the elevator shaft and entering other units. No work is permitted in the service hallways.

ODOR CONTROL: If using materials that create a strong odor, e.g. installing fiberglass, painting, etc., the Manager needs a 48-hour notice so the other owners can be notified. Also, proper ventilation must be installed so as not to affect other units.

DEFECTS: Should a vendor discover a defect in a unit, e.g. purple colored conduit (which could be post tension cables), standing water, etc., they must notify the General Manager immediately so the defect may be verified and corrected prior to completion of the project

NO SMOKING: is permitted in the common areas. Smoking is only permitted in the service parking areas or unit under construction if the owner of the unit approves.

CLEAN UP and DAMAGE:

- Vendors are responsible for maintaining their work areas.
- Clean up is expected on a daily basis – vendors are responsible for removal and off-site disposal of all trash & debris – this includes sweeping up areas.
- Damage caused by vendors in any common areas (e.g. hallways, elevators, garage, parking areas, etc.) will be their responsibility to repair at their own expense.

WANDERING / LOITERING: Workers are restricted to the unit they are working in – no wandering through the building or parking garage at any time.

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FLOORING UNDERLAYMENT: All Unit Owners who elect to install hard surface flooring material, such as tile, marble, wood, Luxury Vinyl, etc.... are required to install an approved sound underlayment material system to achieve an IIC rating of 55. The contractor must submit to the Manager the system used to achieve this IIC rating before the flooring is approved. Perimeter isolation barrier (PIB) must also be installed wherever a change of plane occurs. Before the flooring is installed, the Manager must inspect the underlayment and the PIB for approval.

- A sealant is required at the perimeter of the entire floor and the periphery of all protrusions to that floor.
- This joint shall be ¼ of an inch wide (6.35 mm) from the finished top of the tile.
- This joint must be filled with an elastomeric sealant or an acoustical sealant – **hard grout is prohibited.**
- This caulking can be done before or after grouting as long as the hard grout is left out of the joint between the floor and the wall and around the periphery of any protrusions.

LANAI FLOORING: There must be at a minimum a 3/8” gap between the lanai flooring and the screen frame to allow water to drain out of the weep holes under the screen frame.

FLOOR REMOVAL: All major floor demolition requires the use of a floor removal or stripping machine used for rolling up existing tile, wood or marble floor – chipping hammers are only allowed in limited space access, such as small areas or edge areas where the machine cannot get to. While removing flooring, please make the workers aware that if they see “purple” plastic, to stop immediately and contact the manager, this purple plastic could very likely be a post tension cable that is high in the concrete and will have to take action so as not to damage it.

24/7 VIDEO SURVEILLANCE AND MONITORING: All vendors’ activities are monitored continuously. Non-compliance or failure to comply to our Rules & Regulations may result in you and/or your company being permanently banned from the Remington from that day forward.

Special Note: *Vendors are on the premises at their own risk and agree to indemnify and hold harmless the Remington Condominium Association, Bay Colony Community Association, and Pelican Bay Community for any liability or damages which might arise in connection with their activities on our premises or in Bay Colony.*

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REMODEL APPLICATION**

By signing below both owner and contractor have read and will comply with the above Rules and Regulations for any work completed on the Remington's property:

Owners printed Name: _____

Owners Signature: _____ Date: _____

Unit Number: _____

Contractor's printed Name: _____

Company name: _____

Contractor's Signature: _____

Date: _____

Manager's Section:

Check One Regarding This Application: **APPROVED** **DISAPPROVED**

Building Manager's Signature: _____ **Date:** _____