

Renaissance I Association Home Improvement Rules

Introduction

While the Board of Directors recognizes the desire of an owner to make their unit conform to their own personal requirements, the Association must balance that desire with the rights of all owners. The following rules are intended to protect the common elements of the building.

Any owner who desires to remodel a unit must comply with these rules and furnish a copy of these rules to any architect, designer, contractor and/or tradesperson who plans to perform work in the Renaissance. The Architectural Review Committee, who acts on behalf of the Board of Directors, must approve all work in advance. The owner must permit inspection of the unit by a representative of the Administrative Office at any time during construction and upon completion.

Prior to beginning any work, the owner must:

- Notify management and provide a detailed 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 project and anticipated construction completion date.
- If applicable, plans must be certified by a registered architect or engineer and state that all work will be performed in accordance with the City of Sarasota building codes, the declaration of condominium of the Renaissance I Association and these home improvement rules.
- Retain only bonded contractors to perform the work. The Renaissance I Association must approve all contractors.
- Provide management with a certificate of insurance for workers compensation, general liability and umbrella from either a homeowner's insurance carrier if the owner is performing the work, or the contractor's insurance carrier, naming as additional insured the Renaissance I Association.
- The use of jackhammers, chapping hammers or coring is strictly prohibited. Channeling the ceiling or concrete floors is not permitted. Cutting of concrete is strictly prohibited. See section detailing "strictly prohibited work" The Renaissance I Board of Directors and Community Association Manager reserves the right to prohibit 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.

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

Common Area Protection

The contractor shall provide floor protection between the service elevator and the unit to prevent tracking dirt throughout the common areas. Any paint, dust or other stains or debris must be cleaned up immediately. The doors to the unit must remain closed while work is in progress. The contractor must protect building finishes. Any damage to the building will be charged to the unit owner. A second offence will lead to immediate removal of the contractor from the premises.

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. Play of music or radios that can be heard outside of the unit is not permitted. Inappropriate attire including, but not limited to short pants, shirtless or clothing with offensive messages will not be permitted. No smoking is permitted in the common areas.

Debris

The unit owner is responsible for seeing to the removal of all debris. No debris may be left in the trash chute rooms, elevator alcoves, or put down the garbage chute. Disposal of construction debris is not permitted in the building compactor. If construction debris is found in the building compactor, the unit owner will be billed for the trash removal at a rate of not less than \$100.00 per incident.

Deliveries

The unit owner must notify the administrative office who will authorize entry of the workers into the building each day the work is to be performed. **The owner shall provide the contractor with a key to the unit if the owner will not be present. Do not provide a building entry key fob to contractors. When the contractor arrives, the reception desk personnel will ask them to sign the guest register and then permit access to the building via the service elevator. The Association will not make deliveries to the unit, and will not supervise workers in the absence of the owner.**

Contractors must sign in and out each day in the logbook located at the reception desk. Scheduling deliveries of contractor equipment or material must be coordinated with the Administrative office a minimum of 48 hours in advance of delivery. **All contractor personnel, equipment, material and debris must be transported via the service elevator only.**

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Arrangements for the delivery of oversized materials must be made through the elevator maintenance contractor at the unit owner's expense. The service elevator has an opening door width of 48", with an 8' car depth and an 8' car height. The loading dock is located at the Northeast corner of the building, adjacent to the parking lot. This area is limited to loading and unloading only. Parking in this area is prohibited. Materials may not be stored in the dock areas, the service hallway, or any common element.

Electrical

When electrical service upgrades are planned, the unit owner must obtain approval by a licensed electrical engineer of the load data sheets and panel schedules. All wiring must be copper. Aluminum feeders or connectors are not permitted. All electrical wiring must meet code. A copy of the electrician's license must be provided with project approval application.

Fees

Any legal or engineering fees incurred by the Association as a result of the unit owner's remodeling project shall be charged to, and reimbursed by the unit owner.

Fire Safety Equipment

Contractors performing tile work, painting, and installations of wall coverings or cabinetry are not permitted to remove or turn off the electrical circuits to the smoke alarms or fire safety equipment. When this equipment is turned off there is a serious safety issue.

Flammable Materials

Volatile or flammable materials must be enclosed in an unbreakable and safe container. Welding or cutting torches are not permitted. All contractors, residents and other parties on the premises are not permitted to smoke during use of any flammable material. Any hazardous materials must be removed from the unit premises each day.

Hoisting

Any hoisting of materials must be scheduled and coordinated with the Association a minimum of 48 hours prior to the time needed for the deliveries.

All material to be hoisted must be delivered to the loading dock and moved to the work area immediately. Material may not be left or stored at the loading dock, or block or limit the use of the facility in any way. Parking or blocking of the roadway leading to the loading dock is subject to towing or removal at the contractor's expense.

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Hours

All work shall be performed between the hours of 8:00 am through 5:00 pm Monday through Friday for construction and deconstruction work, and 11:00 am through 5:00 pm on Saturdays for quite work, e.g. painting. No work may be performed on Sundays or holidays.

Inspection

Management 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 rules. 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 subcontractor shall have no authority to place a lien upon the condominium association or any interest therein.

Miscellaneous

Management will provide the building plans for review upon the unit owner's request, but the plans may not be removed from the buildings Administrative office.

All tools, building materials and personnel will travel by the service elevator only.

All tools, materials and equipment must remain within the unit and may not be stored in any of the common areas, including the loading dock area.

Employees of the Renaissance I Association may not loan out any tools or equipment.

Contractors are not permitted to smoke in the common areas, including, but not limited to the lobby, hallways, stairwells, etc.

Screens may only be placed on the interior of the sliding glass doors inside the unit. See the Community Association Manager for information about local "roll-up" screen vendors.

No nailing or screwing is permitted in the concrete ceilings and floors to prevent interference with embedded post-tension cables. An errant screw or nail that pierces a cable could result in major damage to the building infrastructure and could expose the owner to serious liability claims.

The unit owner is responsible for compliance with all Home Improvement Rules. It is the unit owner's responsibility to provide a copy of these Home Improvement Rules to every contractor, and the contractor must instruct his employees and subcontractors about these rules and guidelines and enforce compliance at all times.

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Nuisances

Management must be notified at least 24 hours in advance of any work that could cause offensive odors, dust, fumes, or volatile nuisances- for example, surface refinishing, chemicals or solutions, paint removers, varnishes or lacquers. Anyone using these compounds in or around the building without the approval of the Association will be required to immediately cease work and permanently remove all those materials.

The unit owner should ensure that materials used do not emit noxious, dangerous or volatile fumes. Unit doors may not be propped open.

Parking

Limited contractor parking is available adjacent to the North garage exit door. The loading dock is for loading and unloading only. Contractor parking in the loading dock is not permitted. All contractor vehicles must be off the property by 5:00 pm.

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. Contractors must supply a copy of applicable permits and licenses to the management office with the application for project approval.

Plumbing

Installation of new toilets and sinks may require replacement of shut-off valves. Forty-eight hours advance notice is required so Management may notify residents that the water will be turned off in the tier(s) involved. All plumbing work that may require the water to be turned off should be scheduled to occur at one time. All plumbing must be done by a licensed contractor and copy of the license must be provided with the project approval application.

Security

Exterior doors shall not be propped open, except while material is actually being moved through the doors. The contractor, employees, agents and visitors are to restrict themselves to the unit while work is in progress.

Smoke detectors

When there is remodeling planned that could cause dust, the unit owner must make sure that the unit and hallway smoke detectors are covered to avoid triggering false alarms.

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Sprinkler System

If the sprinkler heads in a unit are subjected to heat, excessive dust or are hit they will active, triggering all the sprinkler heads in the unit and initiating the buildings life safety system. The unit owner will be responsible for any costs associated with accidental activation of the sprinklers or the fire alarm system.

Any shutdown to the fire protection system must be pre-scheduled with the Administrative office. Sprinkler heads and feed pipes cannot be moved or reconfigured.

Stone work and tile

No cutting is permitted on balconies or in the common elements. No water saws or other power tools may be operated on balconies. Carpeting is not permitted on balcony floors. If balconies are to be tiled, care must be taken to leave all existing caulking undisturbed. An association representative must inspect all tiling jobs on balconies to validate that no damage was done to critical floor, wall or door caulk joints.

To minimize the transmission of sound between adjacent units, appropriate sound deadening material must be used. Wood, marble, stone and ceramic flooring must be installed over an underlayment with a sound transmission rating of 72 or greater with approved adhesive.

See appendix A for detailed information regarding tile installation on balconies and terraces.

Strictly Prohibited Work

The use of jackhammers, chipping hammers or coring is strictly prohibited. Channeling the ceiling or concrete floors is not permitted. Cutting of concrete is strictly prohibited.

No additional bathrooms or half bathrooms are permitted.

Any combustible materials placed above the finished ceiling or in any other concealed space is prohibited.

Any work that will affect the appearance or use of the unit or work that will diminish the strength of the structure of the building, the common elements, or any of the building utility or life systems is prohibited.

Utilities

Rerouting of cable TV and/or other utility lines impinge on the common elements and must be approved by Management in advance. The use of hallway electrical outlets is not permitted.

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