



CONSTRUCTION RULES AND REGULATIONS REQUIREMENTS AND PROCEDURES

1. For any and all work in your unit, including painting and any changes to interior or exterior floor coverings including carpet, except for minor one day jobs, you must inform The Hemispheres, in writing by filling out all of the attached forms whether applicable or not, of the scope of work to obtain **AUTHORIZATION** from The Hemispheres. It is required that before applying for a **BUILDING PERMIT**, you submit a copy of your Plans, signed and sealed by a licensed architect or engineer, to The Hemispheres for our approval. Any work found to be taking place without proper authorization from The Hemispheres will be stopped immediately, and the workers will be asked to leave the property and local authorities will be notified. There is a \$500.00 security deposited required for all jobs.
2. All work must be performed by licensed and insured contractors and sub-contractors, as required by the City of Hallandale Beach and The Hemispheres, and in accordance with the **2017 Florida Building Code**.
3. Before any work can begin, your general contractor and all sub-contractors and their crew must come to The Hemispheres office and register in order to obtain a **PARKING PERMIT** from The Hemispheres allowing them entry into the building, whether or not a building permit is required and regardless of the nature of the work. Any contractor or crew found on the property without proper documentation issued by The Hemispheres will be stopped immediately and must leave the property. **In order to register, all contractors must complete all Hemispheres forms, sign all waivers, and must provide the following:**
 - a. Occupational License.
 - b. **Proof of worker's compensation insurance is required for the GENERAL CONTRACTOR with a list of insured employees under the workers' compensation policy. WORKERS COMPENSATION IS REQUIRED FOR ALL CONTRACTORS.**
 - c. Contractor's liability insurance naming The Hemispheres as additionally insured for \$1,000,000. Workers compensation insurance must be for \$1,000,000.
 - d. The permit card issued by the City of Hallandale Beach and corresponding plans.
 - e. A \$2000.00 security deposit toward any damage that may occur to the common areas for any work pertaining to the windows.
 - f. A \$500.00 security deposit toward any damage that may occur to the common areas for any other job.
 - g. A \$100.00 administrative fee which covers: review, filing and copies of all documents, conduct inspections, parking pass for contractor(s), daily security badges to identify while on Hemisphere premises.
 - h. A \$500.00 Architectural Modification fee will be assessed to all contractors for every 6-month period until completion of the job. Minor 1-day jobs are excluded from Architectural Modification fees. (EFFECTIVE DECEMBER 1st, 2019).

4. All work performed with a CITY BUILDING PERMIT must have **PROGRESS INSPECTIONS** by city inspectors and a **FINAL INSPECTION** approved inspection by inspectors from all disciplines.

5. The general contractor is solely responsible for controlling the job and any sub-contractors he may employ. Ultimately, it is the unit owner who will be responsible for the contractor and meeting all of the requirements of the 2017 Florida Building Code.

6. THE HEMISPHERES IS AUTHORIZED TO INSPECT THE JOB SITE. ANY WORK NOT SPECIFIED IN THE CONTRACT SHALL NOT BE PERFORMED WITHOUT FIRST HAVING OBTAINED AUTHORIZATION FROM THE HEMISPHERES AND THE CITY OF HALLANDALE BEACH. THIS WILL RESULT IN DELAYS AND ADDITIONAL EXPENSE.

THIS SPACE WAS LEFT BLANK INTENTIONALLY

Print Name: _____ Date: _____
Contractor Signature: _____

RULES AND REGULATIONS FOR CONTRACTORS

WORK HOURS: MONDAY - FRIDAY: 8:00AM TO 5:00PM (8:00AM TO 9:00AM QUIET WORK PLEASE).

NO WORK IS PERMITTED SATURDAY, SUNDAY AND HOLIDAYS: Violation of this rule will result in Contractor told to STOP work for the remainder of the day.)

1. Parking:

- a. All contractors must register with the management office to receive approval to work on the premises and receive a parking permit.
- b. All parking permits will expire. The length of time a parking permit is issued for is based on the nature of the work being performed. Expired parking permits must be renewed in the office. Management will only extend parking permit for valid reasons.
- c. Parking is available in the service parking lot of each individual building. All parking permits must be displayed on the contractor vehicle.
- d. All contractors must check-in and out daily with the front desk of the building they are working in. Failure to register is a violation.
- e. Any contractor vehicle left on the premises after 5:15PM will be towed at the contractor's and/or unit owner's expense.
- f. Parking in a unit owner's space is against our Rules and Regulations and strictly prohibited.

2. Building access and use of elevators:

- a. No service vehicles are allowed to come up the entrance ramp.
- b. No contractors are allowed to enter at the lobby level. After check in at the security desk contractors must use the lower lobby to enter.
- c. **Contractors must check in everyday with the security desk of the building they are working in. An ID must be left with Security and can be picked up at the end of the day when checking out. All people who will be working in the building MUST register and leave ID. NO EXCEPTIONS.**
- d. SERVICE ELEVATORS are the only elevators that are allowed to be used by contractors, sub- contractors, and their crew, as well as for the transportation of all material, tools and equipment. Service elevators shall not be used unless protective flooring and wall padding has been installed by The Hemispheres
- e. Security will give the contractor access to the service elevator after checking-in.
- f. If the service elevator is used continuously for more than one hour, there will be a fee of \$100.00, with a 2-1/2 hour limit. There will be a fee of \$25.00 for each additional hour or fraction thereof. All fees are subject to change.

3. Any work on the interior floor surfaces of unit, require inspections from the Hemispheres maintenance or engineering staff.

- a. Prior to laying down tile and/or wood floor coverings, soundproofing must be installed covering the whole surface of the floor. Please contact the office to have the soundproofing inspected. The Hemispheres has the following requirements for the installation of floor coverings:
4. For the installation of tile or wood floor covering you must receive **AUTHORIZATION** from the office before beginning any work.
- a. Soundproofing is required for tile or wood floor replacement or new installation on 100% of the area.
 - b. All balcony floor coverings must be approved and inspected by the Hemispheres engineer or maintenance department after installation. Contact the office to have it inspected.

- 5. Before commencement, contractors must protect all common area tile and carpeted floors, with RAM board floor protection (Home Depot) or equivalent when bringing in material, tools and equipment. There will be a \$50.00 fine for each violation, plus the cost of cleanup or repair performed by the Hemispheres. Absolutely no plastic covers.**
6. The permit card shall be posted on the door of the unit when construction is being performed.
7. All contractors must work in a clean and orderly manner. No material, tools or equipment may be used, left out or stored in any portion of the common area. Any construction debris in any common area must be picked up immediately.
8. Contractors are not allowed to store any material, tools or equipment on any balcony. The balcony is a limited common element.
9. All windows, doors, including sliding balcony doors and all doors between the unit and the common area corridor, must be kept closed at all times. All doors and windows have to be protected during construction and the cost of cleanup or repair to same shall be the responsibility of the contractor and/or unit owner.
10. Using any sinks or drains anywhere in the building or anywhere on the property for the cleaning of concrete, mortar, thin set, grout, caulk, drywall, joint compound, plaster, or any other building material or hazardous chemical, and any associated tools and equipment, is strictly forbidden. Contractors violating this rule will be prohibited from working at The Hemispheres.
11. Contractors are not permitted to smoke, drink or eat in any common area, including the balconies and interior/exterior stairwells.
12. All contractors are liable for any and all damage that may occur to the elevators, common areas and/or any adjoining or adjacent units, including exterior balconies. Any damages not paid for by the contractor will become the responsibility of the unit owner.
13. Contractors are responsible for removing all construction debris, garbage, or trash from the property. Contractors are not allowed to the Hemispheres' dumpsters to dispose of any construction debris, garbage, or trash. Any contractor found disposing of anything anywhere on the property will be fined.
- 14. ANY CONTRACTOR FOUND WORKING ILLEGALLY IN THE HEMISPHERES WILL BE ESCORTED FROM THE PROPERTY AND WILL NOT BE ALLOWED TO RETURN.**

Print Name: _____ Date: _____
Contractor Signature: _____

CONTRACTOR REQUIREMENTS AND PROCEDURES

REQUIREMENTS

- All contractors **MUST BE LICENSED & INSURED TO WORK IN THE STATE OF FLORIDA.**
- All contractors must provide a copy or proof of occupational license, liability insurance (with The Hemispheres as additionally insured), and workman's comp. If the work being performed requires a city permit a copy of the plans and permit are required. (All paperwork to be kept current).
- All contractors must go through the registration process prior to having approval to work in any unit. Specific documentation will *have* to be completed and submitted by contractor.
- All contractors must give a \$100 non-refundable Administrative fee.
- All contractors will have to give a refundable deposit of \$500 prior to being approved to work in any unit or \$2000.00 if the work is related to windows. The deposit will be refunded once the work is completed and the common areas are inspected. If any damage is found in the common areas the Association will hold some or all of the deposit on the based cost to repair the damage.
- A \$500.00 Architectural Modification fee will be assessed to all contractors for every 6-month period until completion of the job. Minor 1-day jobs are excluded from Architectural Modification fees.
- All contractors must use the service elevators.
- All contractors must check in and out daily and leave an ID with Security until they leave the premises.
- All contractors must remove all debris & all working materials daily from the premises & are NOT allowed to use our facilities to dispose of it.
- No dumping of building materials in sinks, drains or trash chutes. Anyone found to be disposing of materials incorrectly will be removed from the property & the unit owner will be charged for the cleanup.

WARNING - ALL WORK MUST BE REGISTERED AND APPROVED. ANY NON-APPROVED WORK WILL BE A VIOLATION & REPORTED TO THE CITY & CONTRACTOR WILL BE ASKED TO LEAVE. NO EXCEPTIONS!!

CITY PERMITS ARE REQUIRED FOR THE FOLLOWING:

1. Remodeling including any interior structural modifications.
2. Electrical (no Romex allowed).
3. Plumbing (tub, shower replacements & any relocation or pipes) **NO PLASTICS OF ANY TYPE ALLOWED** COPPER OR STAINLESS STEEL MESH ONLY.
4. Exterior windows or sliding doors. (clear aluminum anodized)

PLANS & SPECIFICATIONS MUST BE SUBMITTED TO GABBY THE CONTRACTOR ADMINISTRATOR FOR APPROVAL PRIOR TO ISSUING ANY PERMITS. Once all documents are received if there are no outstanding issues/questions the authorization to

Print Name: _____ Date: _____
Contractor Signature: _____

proceed will be **approved. (PLEASE ALLOW 48 HOURS FOR THIS PROCESS). NO WORK COMMENCEMENT UNTIL CITY PERMIT HAS BEEN ISSUED with Copy to Hemispheres file.**

Permit from:

City of Hallandale - Building Department
400 South Federal Highway Hallandale Beach, FL
33009 Tel: 954 457 1382

TILING OF BALCONY FLOORS

- Balcony floors must be carried out as per the following along with a signed waiver:
- NO TILE ALLOWED ON EXTERIOR WALLS. (Tile must be slope away from the building.)
 - A VISUAL INSPECTION MUST BE CARRIED OUT ON COMPLETION TO ENSURE PROPER SLOPING. PLEASE SPEAK TO HECTOR FRANCO TO ARRANGE INSPECTION.

SOUND PROOFING

- Required throughout all units. No less than 12MM cork or equivalent.
- Acceptable soundproofing materials must achieve an IIC & STC rating of **55** or higher with test data on a **6"** concrete slab without an acoustic ceiling from the manufacturer and a copy of the product invoice must be on file.
- All approved soundproofing must be inspected by The Hemispheres in its original wrapping and again after it is applied to the floor prior to Installation of the flooring.
- Any soundproofing installed prior to be inspected will *have* to be *removed*, inspected, and re- installed.

WINDOW TINTING FILM

- A sample of window tint must be submitted for approval **prior to applying for a permit.**
- **NO REFLECTIVE MATERIAL WILL BE APPROVED. GRAY TINT ONLY.**

SATELLITE DISHES

- Must be mounted on inside of balcony (on walls only- **(NOT RAILINGS)**).
- Mounting hardware must be **none corrosive**.
- Cables must be secured properly to building.
- A signed waiver by owner must be provided based on engineer's specifications.

WINDOWS & DOORS

- Windows & sliders must be **CLEAR ALUMINUM ANODIZED** with similar likeness of originals.
- **OXO SLIDERS ONLY! (ALL GLASS TO BE GRAY TINT AND TURTLE COMPLIANT).**
- Shutters must be **WHITE ALUMINUM**. (Non-corrosive hardware!)
- Product specifications must be submitted along with NOA approvals.
- When installing new windows GC will be responsible for the structural repairs of the window area.

ITEMS THAT DO NOT REQUIRE A CITY PERMIT AND/OR DEPOSITS

- Owners who have a contract with a service company such as, carpet cleaners; blinds, drapes & verticals; general cleaning; baseboard; appliances (service or repair); an Owner painting and wallpapering their own unit. Appliances:

Print Name: _____ Date: _____
Contractor Signature: _____

Installation/Deliveries **MUST SEE GABBY IN THE ADMINISTRATION OFFICE IN ADVANCE TO SCHEDULE AN INSPECTION.**

- The *above* mentioned should report to the Administrative Office for verification of work inside a unit and MUST USE the Receiving Area to load/unload and USE the freight elevator. **(No security deposit or administrative fee is required for the above).**

WATER FILTRATION & WATER HEATING DEVICES

- All must be constructed of stainless steel & must be connected with copper tubing & compression fittings. They must be controlled by the angle stop valve.
NO PLASTIC ALLOWED!!

PLUMBING OR ELECTRICAL WORK

- Any major renovation (including 2 or more bathroom(s) and/or kitchen) will be required to install main shutdown valves (brass ball valve) for both hot and cold water lines in all locations being affected.
- New mixing valves must be brass body along with integral service valves regardless of units having main shut offs. **(No plastic stems).**
- No alterations of the air conditioning system & exhaust system allowed.
- **Kitchen exhaust fan MUST be ducted into the building exhaust system duct.**
- No powered bathroom exhaust fans allowed.
- No washer/dryers allowed.
- **NO PLASTICS PLUMBING IS ALLOWED!!**
- Water shutdowns require a 48 hour notice along with a dissipation and a \$75.00 non-refundable fee.
- Water shutdowns are between 9:00am and 1:00pm. Plumbers are required to.
- Specialty shower heads and mixing valves that can cause a cross-over, i.e. hot or mid water back into the systems which will affect everyone in that line are prohibited!
- Any major plumbing alteration will require contractor install main shut off valves for that unit

Owner/Resident Authorization

Print Name: _____ Date: _____
Contractor Signature: _____

Date: _____

Unit No: _____

Owner/Resident: _____

Print Name: _____

Dear Hemispheres Administration Office

I (name) _____ hereby authorize the following Contractor(s) listed below:

To carry out the following work, installation or repair in my unit. A detailed specification of the work, installation or repair must be provided to the Association:

I am aware that it is my responsibility to notify the contractor performing this work to provide you with a current certificate of Insurance indicating both Liability and Workers Compensation coverage (see contractors requirements). I am aware that the Association will hold me liable for any damages to the common elements of the community as a result of carelessness on the part of the contractor performing services. A refundable deposit of \$500 will be given to the Association, by the contractor or **me**, to cover any damage that may occur **in** the common areas. For work regarding windows, a refundable deposit of \$2000 will be given to the Association, by the contractor or **me**, to cover any structural damage around the window area. Once all work is complete and the common area is inspected, if everything is in good condition the deposit will be refunded within 10 business days.

I enclose my Hemispheres Administration/Work Permit Fee of \$100.00 (**no cash.**). I am aware that work cannot commence until approval has been granted by Hector Franco, Chief Engineer.

Additionally, I am also aware that this approval is only an authorization from the Community Association. This approval does not relieve me of the responsibility for any other building and zoning permits. Any interior demolition, construction and alteration to my unit must also receive a City Permit Approval from the Building Department, City of Hallandale (at my expense). **If** a building permit is required, an approved copy of the permit from the City of Hallandale must be on file, along with the Association approval before any work can commence.

Owner Signature

Received By:

Print Name: _____ Date: _____
Contractor Signature: _____

Contractor Information

Parking Permit Number: _____

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone #: _____

Cell Phone #: _____

Unit Owner: _____

Unit Number: _____

Work Permit Number: _____

Work To Be Performed:

Deposit Amount \$: _____ Date: _____

Unit # _____

Comments:

***| _____ ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE
RULES AND REGULATIONS***

Print Name: _____ Date: _____

Signature: _____

Print Name: _____ Date: _____
Contractor Signature: _____

CONTRACTOR VIOLATION'S

All contractors who violate the rules and regulations set forth for contractors working at The Hemispheres understand that they may be fined if they violate any rule. If a fine is levied on a contractor the contractor will not be allowed access to the property until the fine is paid. Furthermore, any contractor understands that if they are found to violate the rules, they can be removed from the property and not allowed to return.

All contractors are asked to govern themselves accordingly.

I acknowledge that I understand the contractor violations policy and will adhere to it.

Print Name_____

Date _____

Contractor Signature_____

Window and Exterior Door Installations

No work is to commence until:

* Windows and sliders must be clear aluminum anodized and look similar to originals.

(SLIDER MUST BE OXO ONLY!)

* All paper work submitted to The Hemispheres must be approved along with all NOA'S licenses, insurances, deposit checks, etc.

* A copy of the city permit must be issued to The Hemispheres.

* It is required and the responsibility of the contractor to supply barricades to safely secure the area below the unit. A reasonable notice must be given in order to move vehicles.

* In the event damage to the exterior occurs, it must be restored to its original state and painted by the contractor. The Hemispheres will provide you with the paint to re-paint the damaged area. Any containers for the paint will be provided by the contractor.

* If unit has shutters and they are removed, the screws or pins must be removed. If they snap off, they must be ground down $\frac{3}{4}$ "below the wall surface, and it is the responsibility of the contractor to patch holes and paint those areas.

I _____ representing _____ have read the above and agree to comply.

Print Name: _____

Signature: _____

Date: _____

POPCORN CEILING

I have read and understand that I have been made aware of the probability that there is asbestos in the popcorn ceiling in the condo units.

I understand that I will not remove said ceilings without submitting a sample to a qualified company approved by the association.

If tested positive, a certified abatement company must remove the popcorn, first securing the appropriate local government as well as condo association permits.

The Hemispheres Condo Association will notify the local county officials of anyone caught removing popcorn ceilings without the proper procedure and approval from the association and result in the forfeit of any deposit.

Owner Name

Printed: _____

Owner

Signature: _____

Date: _____

Contractor Name

Printed: _____

Contractor

Signature _____

Date _____

Print Name: _____ Date: _____
Contractor Signature: _____

Balcony Tile / Floor Tile Inspection

I have received a copy of all rules and regulations concerning balcony tile, floor tile, or bathroom tile installation.

1. Bathroom Tile

I understand that **upon completion** of tiling the bathroom floors and prior to installing a toilet the Association must inspect that the proper flange is used to raise the toilet as per the city code ordinance. Failure to do so may result in the Association requiring to re-do the tile or toilet installation.

2. Floor Tile

I understand that **prior** to any tile or soundproofing being installed the appropriate person from the Association must inspect it and approve it prior to Installation. Failure to do so may result in having to re-do the tile.

3. Balcony Tile

I understand that **upon completion** of tiling the balcony floors the appropriate person from the Association must perform a visual inspection to ensure proper sloping. Failure to do so may result in having to re-do the tile. 1. Install new tile (*chosen by the Owner/Association*), with a minimum 3/8" bed of thin set. Slope (*using thin-set mortar*) tiled surfaces to achieve positive drainage. Any tiled surfaces found to have negative pitch after tile has been installed will be removed and re-installed by the contractor, at no additional cost to the Owner/Association. *Note: Any damages to the waterproof membrane shall be repaired by an approved applicator of the original product under the manufactures supervision and at the tile contractor's cost.*

I also understand that I am required to use a wet saw when cutting tile.

Contractor Name Printed: _____

Contractor Signature: _____

Date: _____

Below is to be completed by association:

1. Product inspected by _____ Date _____
2. Installation inspected by _____ Date _____

Additional Notes:

Print Name: _____ Date: _____

Contractor Signature: _____