

# APPLICATION FOR ARCHITECTURAL MODIFICATION/IMPROVEMENT

DATE: \_\_\_\_\_ UNIT #: \_\_\_\_\_ UNIT OWNER (APPLICANT): \_\_\_\_\_

TELEPHONE #: (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_ (WORK) \_\_\_\_\_

TYPE OF MODIFICATION/IMPROVEMENT BEING REQUESTED (Please refer to Declaration of Condominium Sections 5.1(b) 5.1(c) and the Designers and Contractors Improvement Regulations for restrictions on alterations/improvements).

Please circle as applicable to your request: **Flooring Electrical Structural Architectural Plumbing Mechanical**

NOTE: For all projects other than those listed above this application is not necessary. For all other projects the Unit Owner(s) must submit a signed copy of the Designers and Contractors Improvement Regulations and "Unit Access Authorization for Contractors" form to the Management Office. In addition, the contractor must submit a Certificate of Insurance (\$500,000. minimum liability coverage), proof of Workers Compensation and a copy of their Occupational License. In all cases the contractor must name the Association and the Unit Owner(s) are additional insured. If a delivery is necessary the Unit Owner must complete a "Construction Delivery/Moving Authorization & Deposit Form".

Anticipated Commencement Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Checklist of items to be submitted along with this application:

1. CONTRACTOR'S APPLICATION FOR HARD/TILE FLOORING AND INSULATION DATA.
    - If you are only installing flooring under this application submit a completed "Application for Hard/Tile Flooring and Insulation Data" Form along with a signed copy of this form and items 4, 5 and 6 executed and attached. \_\_\_\_\_
  2. TWO (2) COMPLETE SETS OF ARCHITECT'S PLANS AND DRAWINGS.
    - Not required for flooring installations. \_\_\_\_\_
  3. PROVIDE COPY OF CONTRACTOR'S CURRENT CERTIFICATE OF INSURANCE AND LICENSE.
    - \$500,000.00 General Liability and Workers Comp or Exemption Certificate Required. \_\_\_\_\_
    - Cert. of Insurance must name The Four Seasons Condominium and Owner as Additional Insured. \_\_\_\_\_
    - Each contractor working on the project must submit a Certificate of Insurance that meets the requirements of the association and a copy of their Occupational License. \_\_\_\_\_
  4. CONSTRUCTION DELIVERY/MOVING/AUTHORIZATION AND DEPOSIT FORM:
    - Use a new form for each company making a construction delivery to the Condominium. \_\_\_\_\_
    - A single refundable security deposit check in the amount of \$1,000.00 must be attached. \_\_\_\_\_
  5. UNIT ACCESS AUTHORIZATION FORM FOR CONTRACTORS:
    - Use a new form for each contractor working in your unit. \_\_\_\_\_
  6. DESIGNERS AND CONTRACTORS IMPROVEMENT REGULATIONS.
    - To be signed by the Unit Owner. \_\_\_\_\_
  7. City of Port Lauderdale BUILDING DEPARTMENT PERMIT. \_\_\_\_\_
- I/We understand and acknowledge that approval of this application must be granted before work on the modification or delivery of materials may commence and that if modification/installation is done without the approval of the Association, the Association may force the removal of the modification/installation and subsequent restoration to original form at my expense.
- I/We understand that work may not commence until the Association has received a Building Permit from the City of Fort. Lauderdale. If modification/installation is done prior to the receipt of the Building Permit, the Association may force the removal of the modification/installation and subsequent restoration to original form at my expense.
- Additional forms can be obtained from the Management Office

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION APPROVED



APPLICATION DENIED



ADDITIONAL CONDITIONS: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_



**APPLICATION FOR HARD/TILE FLOORING AND INSULATION DATA**  
**TO BE COMPLETED AND SIGNED BY FLOORING CONTRACTOR**

Unit Owner's Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Type of Hard Surface Flooring (Wood, Marble, etc): \_\_\_\_\_

Total Square Footage (of each type): \_\_\_\_\_

Soundproofing Material Being Installed: \_\_\_\_\_

(To be supported with test data sheets – see item 3 below for details)

Balcony Area Included? YES or NO (Circle appropriate answer).

***Carpeting or any type of wood flooring is prohibited on open balconies.***

**PLEASE ATTACH THE FOLLOWING DOCUMENTATION TO THIS APPLICATION AND RETURN TO THE MANAGEMENT OFFICE:**

1. Certificate of Insurance naming The Four Seasons Condominium Association, Inc. and the Unit Owner as additional insured. Minimum coverage must include \$500,000.00 liability and Florida State Workmen's Compensation Coverage or Certificate of Exemption. **Note: If a Certificate of Exemption is submitted in lieu of Workers Compensation Insurance, only the individual named on the Certificate will be permitted to work at The Four Seasons.**
2. Copy of Occupational License and/or Certificate of Competency.
3. Soundproofing material test data sheets which must specifically state the soundproofing material will achieve a minimum STC and IIC rating of 52. Test results must have been made on a 6 inch concrete slab (without an acoustic or drop ceiling). Data sheet must specifically state the above. (See "Designers and Contractors Improvement Regulations" for complete flooring sound control requirements.)

**The contractor or the Unit Owner must contact the management office for inspection after the soundproofing material is installed and before the flooring (tile, marble, wood, etc.) is installed.**

The above named contractor is attesting to the fact that proper soundproofing, as stated above, will be installed and understands that no cutting of materials or storage of materials is permitted on an open balcony or common area walkway.

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CONSTRUCTION DELIVERY/MOVING AUTHORIZATION & DEPOSIT FORM**

Owner/Resident Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Circle One: **Construction Delivery** or **Move-In/Out**. Date Requested: \_\_\_\_\_

Name of Company: \_\_\_\_\_ Contact Person and Phone #: \_\_\_\_\_

What is Being Delivered: \_\_\_\_\_

I agree that all work performed or deliveries in/to my condominium unit by the above party is being performed on my behalf, by such party as my agent. I assume full liability for damages caused by such agent, whether to any person, or whether to my unit, the building, its common elements or the property of any other party. If any damage occurs, the Association, its management or agents, in their sole discretion, will determine if any deduction from the \$1,000.00 deposit is required or if it is required to withhold the deposit as payment for repairs and charge my assessment account for any damage requiring repair in excess of the deposit.

The above date must coincide with an available date on the Association reservation calendar, rescheduling may be required. ***Please advise your mover/delivery company that all dates are tentative until the Association confirms the date is available.***

**Procedures:**

1. Please provide the management office fourteen (14) days notice of move-in/move-out date and time and forty-eight (48) hours advance notice for deliveries.
2. Attach a check or money order to this form in the amount of \$1,000.00 as a security deposit towards damage (refundable). *(Deposits will be refunded within 21 days after the completion of the work and any deductions for damages.)*
3. No overnight storage permitted outside of unit.
4. Movers are not permitted to begin unloading after 2:00 pm. Hours are 8:00 am to 4:30 pm - Monday-Friday. No moving in or out on Saturdays, Sundays & Holidays. Workers must be off the property by 4:30 pm.
5. No items may be stored or left in common areas.
6. Resident or resident's agent must be at home to accept deliveries of furniture and packages.
7. Residents must take full responsibility for the delivery of large items. Security will not supervise delivery of furniture.
8. Resident or resident's agent must remove cartons, crates, and packing materials from the property.
9. Trucks, moving vans or other oversized vehicles 7' 10" or higher will not be able to enter the garage.
10. A crane is required for oversized items that will not fit in the elevator or major deliveries of construction materials. *(See elevator dimensions in "Designers and Contractors Improvement Regulations".)*
11. Management reserves the right to ask moving or delivery personnel to leave the property and/or deny access to ensure orderly move-ins/outs and deliveries.

I hereby agree to indemnify and hold harmless The Four Seasons Condominium Association, Inc. and its employees or agents for any claim against the Association arising from any situation in connection with this authorization. I have read and understand the procedures outlined above.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Received: \_\_\_\_\_ By: \_\_\_\_\_ Returned: \_\_\_\_\_ By: \_\_\_\_\_



**UNIT ACCESS AUTHORIZATION FOR CONTRACTORS**

Date: \_\_\_\_\_

Unit Owner: \_\_\_\_\_

Unit #: \_\_\_\_\_

THIS IS TO AUTHORIZE AND REQUEST the Association to grant access to the above-described Unit in The Four Seasons Condominium to the person(s) named below.

**UNIT OWNER MUST PROVIDE CONTRACTOR WITH KEYS TO THE UNIT**  
**THIS AUTHORIZATION WILL GET THEM TO THE UNIT ONLY**

In giving this authorization and request, the undersigned ACKNOWLEDGES AND AGREES:

- a. Although the purpose(s) of the entry is stated below (for information only), the Association is not responsible to see to such purpose(s) being fulfilled nor for limiting access to the accomplishment of such purpose(s);
- b. The Association is not responsible in any manner for supervising, observing or controlling the conduct of the person(s) to whom access and/or the key was given, and
- c. The undersigned agrees to fully indemnify and hold harmless the Association and all of its officers, directors, members, employees and agents (including, without limitation, its Management and security companies and their officers, directors and employee(s) named below, whether in the Unit, the Common Elements of the Condominium or otherwise (such agreement to include all attorney's fees and court costs regardless or whether suit is brought or any appeal is taken therefrom).

NAMES OF PERSON(S) AUTHORIZED TO HAVE ACCESS: \_\_\_\_\_

NAME OF COMPANY (IF ANY): \_\_\_\_\_

PURPOSE(S) OF ACCESS (FOR INFORMATION ONLY): \_\_\_\_\_

INTENDED TERMINATION DATE OF AUTHORIZATION: **(DATE REQUIRED)** \_\_\_\_\_

The undersigned agrees to notify management, in writing, of the termination of this authorization. The Association is entitled to assume that this authorization is in full force and effect until it actually receives a written notice of such termination.

UNIT OWNER(S) Signature(s) on behalf of all owners of the Unit:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

## **Workers' Compensation**

The Four Seasons Condominium Association, Inc. requires each contractor entering the building to have either a Certificate of Workers' Compensation Exemption or Worker's Compensation Insurance. It is the Associations right to indemnify itself and mandate this policy. The Association operates within the guidelines mandated by the Division of Workers' Compensation.

If you do not qualify under the Association's policies you may elect to do one of the following to qualify:

1. Self employed individuals who are not incorporated: A Workers' Compensation Policy may be obtained for a self employed individual through the Joint Underwriters Association. The JUA may be contacted at 941-378-7400. You cannot work in the building until this policy is obtained.
2. If you qualify as an officer of a corporation or member of a limited liability corporation you may apply for a Certificate of Workers' Compensation Exemption at the local branch of the Division located in Plantation. The branch phone number is 954-321-3143 or 954-321-3160. Expect to wait 15 to 30 days for your Certificate of Exemption. You cannot work in the building until the Certificate is issued by the Division.

The Division of Workers' Compensation has compiled a list of the most frequently asked questions. You can find this list and much more information of the Division of Workers' Compensation web-site at [www.fldfs.com/wc/](http://www.fldfs.com/wc/).



## Designers and Contractors Improvement Regulations

The following information describes the improvement regulations for Unit Owners, designers and/or contractors working in units located at THE FOUR SEASONS.

The Unit Owner shall be fully responsible to ensure that all designers and contractors involved in his project are provided with a copy of these improvement regulations and that the designers and contractors understand that the workers must strictly comply with these improvement guidelines.

**Failure to abide by these procedures may lead to excluding those hired from further work on the property.**

### 1. ARCHITECTURAL MODIFICATIONS

Recognizing the need for guidance to Unit Owners and residents of The Four Seasons relative to the improvement of their units and the requirements for approval by the Board of Directors of all alterations to units in accordance with various provisions of the Declaration of Condominium, the following are guidelines to be utilized by the management of the Association and all Unit Owners, their designers, contractors, agents, tenants and residents at The Four Seasons for purposes of determining the need for approval relative to certain improvements within units:

- To the extent that any proposed improvement, alteration or modification to a unit proposes to extend beyond the boundary of a unit or beyond the drywall on the interior surface of the boundary of a unit or, if it requires the modification, removal, replacement or any alteration to existing structural elements, flooring, electrical, plumbing, air conditioning or other mechanical equipment or lines, such improvements, alterations or modifications would require formal approval of the Board of Directors in accordance with Articles 3.3 & 5.1(b) (c) of the Declaration of Condominium including submissions of plans, evidence of qualification of any contractors proposing to make such improvements, modification or alterations (including, but not limited to, evidence of contractor's insurance and license). Further, any proposed improvement, alteration or modification that affects the structural integrity of the building or any structural component will not be permitted.
- Improvements wholly contained within units such as wall covering, floor covering, removal of interior non-structural/non-load bearing drywall in which there is contained no outlets for TV, phone and internet, electrical, plumbing, air conditioning or other mechanical lines or equipment; the placement of artwork, mirrors, wall covering or other items to be affixed to the drywall but which do not penetrate beyond the drywall may be accomplished by the Unit Owner without the approval of the Board of Directors. All such work must, however, be performed by licensed and insured contractors who must provide evidence of their license and current insurance in accordance with the provisions of the condominium documents to the Association prior to any work being commenced and further provided that all construction of any type whatsoever must be



conducted in accordance with the rules and regulations of the Association regarding entry onto the Association property, hours of construction, and limited use of certain elevators for materials and workers. Unit owners shall be fully responsible for any damage whatsoever to condominium property by their contractors, subcontractors, employees, residents or agents of unit owners.

- No exterior improvements, alterations, or modifications including, but not limited to, placement of tiling or other floor covering surfaces or other improvements to open balconies of any kind whatsoever may be performed without the prior approval of the Board of Directors. A unit owner is prohibited from altering the exterior of the building in any manner whatsoever.
- No window coverings or displays from windows may be made which violate the provisions of the condominium documents.

The above-referenced provisions are intended as guidelines to facilitate Unit Owners in their improvement of the interiors of their units but are not intended to replace or in any manner conflict with the provisions of the Declaration of Condominium or other condominium documents which govern the ownership, use and occupancy of each condominium unit. These guidelines are further subject to amendment by the Board of Directors from time-to-time. Any inquiries regarding implementation or interpretation of these guidelines should be directed to the condominium association manager.

## **2. APPROVAL PROCEDURE**

Prior to commencing any alterations/improvements that would require Board approval, the Unit Owner shall submit a completed "Application For Architectural Modification/Improvement" form. Approval or disapproval of the application shall be in the Board's sole discretion. Application forms can be obtained at the Association's office.

The Unit Owner acknowledges and agrees that by filing their application with the Association, the Unit Owner has agreed to abide by all the terms and conditions of these improvements regulations. The Unit Owner further acknowledges and agrees that the Association's approval of the Unit Owner's applications shall not be deemed in any manner to be an acceptance by the Association of any responsibility with respect to the compliance of the plans and specifications to applicable codes or laws or to be an acceptance of responsibility in any other manner with respect to said plans and specifications.

The application shall include the following:

- 2 sets of plans and specifications for all work to be performed, signed by an architect or engineer, if a permit is required by the City of Fort Lauderdale.
- Anticipated commencement date.
- Anticipated completion date.
- Anticipated delivery schedule.

- If necessary, engineering report confirming reviews of structural load capacity.
- List of all contractors, sub-contractors with supervisory personnel and contact telephone numbers.
- Licenses and certificate of insurance.
- Building permits application as required by local governing authorities.
- An "Application For Hard/Tile Flooring And Insulation Data" form setting forth soundproofing material, test results, etc.

Upon review of the information submitted to the Association, the Unit Owner will be notified as expeditiously as possible, in writing within *30 days* if the request has been approved or denied. Completed flooring installation requests may be submitted separately from other improvements and will be expedited as quickly as possible. It is imperative to review the Declaration of Condominium for further clarification of improvement restrictions as they apply to the building interior, exterior and how this may affect your planned modifications.

### 3. **A/C UNITS**

In the event unit air conditioning units are run during modification work, air filters should be changed frequently. Condensate pans should be checked often to prevent plugged drains and overflows.

### 4. **BALCONIES**

Nothing other than elastomeric type paint shall be used upon the floor of the balcony unless the balcony is permanently enclosed. Tile cannot be installed on exterior balconies without waterproofing the subsurface prior to installation. In case of water penetration of any kind, the Unit Owner will be responsible for removing the tile for inspection and will be responsible for a watertight reinstallation and any damages which might have been caused by such penetration. **Carpeting or any type of wood flooring is prohibited on open balconies.**

### 5. **CONCRETE CORE DRILLING IS NOT PERMITTED**

The concrete shall in no manner be disturbed, except for the installation of anchors not exceeding 3/4" in total length.

### 6. **CONTRACTOR AND VENDOR ACCESS**

To foster individual unit security, as well the security of residents and their guests, all workers are prohibited from any areas of the building that are not directly related to their work requirement. All Unit Owners shall provide the Association with a "Unit Access Authorization for Contractors" form which lists all workers authorized to be in the Unit during the project. No worker will be allowed entry onto the condominium premises if he or she is not authorized by the Unit Owner or his/her agent.



Contractors shall be responsible for the security of all tools, materials, vehicles and vehicles contents. Any incident of vandalism or suspected theft shall be reported to the Association immediately. All workmen must display (wear) their building authorization daily.

**7. DELIVERIES**

Delivery hours will be strictly observed: **Monday to Friday from 8:00 a.m. to 4:30 p.m. and Saturday from 8:00 a.m. to Noon.** *Workers must be off the property by 4:30 pm and noon respectively.*

**NO HOLIDAY OR EVENING DELIVERIES ARE PERMITTED.**

**A \$1,000.00 REFUNDABLE DEPOSIT MUST BE SUBMITTED TO THE MANAGEMENT OFFICE ALONG WITH THE APPROPRIATE PAPERWORK PRIOR TO COMMENCEMENT OF WORK OR DELIVERY AND MOVE-IN SCHEDULING. (DEPOSITS WILL BE REFUNDED WITHIN 21 DAYS AFTER THE COMPLETION OF THE WORK.)** . The check is to be made payable to: THE FOUR SEASONS CONDOMINIUM ASSOCIATION, INC.

**8. ELEVATOR/STAIRWAY USAGE**

No contractors may use the lobby stairs, the carpeted area of the mezzanine or the passenger elevator at any time. Contractors may only use the freight elevator (padded elevator) and end stairwells for ingress and egress or for moving equipment and supplies. Unit owners whose workers violate these rules will be fined \$100.00 per occurrence.

Scheduling for major deliveries (flooring material, furniture, etc.) will require an advance appointment (**48 hr. minimum**) and have priority use over pedestrian and contractor traffic. Please contact the management office to arrange for these deliveries. A crane is required for oversized items that will not fit in the elevator and for major deliveries of construction materials.

**It is recommended that all designers and contractors coordinate and schedule deliveries carefully and communicate scheduling with ample time to avoid delays.**

Contractors must provide hand trucks and small dollies for movement of materials. It is your responsibility to observe the weight and size restrictions of elevators, as any unnecessary shutdowns will delay the progress for you and of other workers in the building and subject the Unit Owner to additional expenses in the event of damage.

<u>Dimensions:</u>	<u>Door</u>	<u>Cab Interior</u>
Height	82 ½"	97"
Depth	N/A	47"
Width	37"	72"
Diagonal	N/A	127 ½"
Weight Capacity		2000 lbs.



Note: Extensive renovation or alteration will require the use of an exterior demolition trash chute, crane and private dumpster. Elevators are not to be used for removal of heavy debris. Consult with building management for determination of the need for chute removal of debris. Final determination of the need for a chute and/or a crane rests with the Association. A crane is required for oversized items that will not fit in the elevators and may also be required for bulk deliveries.

9. **FLOORING SOUND CONTROL REQUIREMENTS**

Pursuant to the Declaration of Condominium, no hard surfaced flooring without adequate soundproofing materials shall be installed in a Residential Unit. In addition to the foregoing, the Association may promulgate through rules, additional requirements with respect to the specifications of the flooring that may be installed in Residential Units and the methodology for installation of the same.

**Specifications:** *The following specifications have been adopted by the Four Seasons:*

**Sound Transmission:** All hard surface soundproofing must meet a minimum Sound Transmission Coefficient (STC) of 52 and a minimum Impact Insulation Classification (IIC) of 52 on a 6" concrete slab (*without an acoustic or drop ceiling*).

**Thickness:** At least 1/2" for cork underlayment, 1/2" for mortar type or 1.25mm or greater for composite sheet membrane.

The Association recommends products which exceed the minimums established above. Some of these products are Wicander Enterprises Cork Underlayment - WECU (*cork type*) with a STC of 55 and an IIC of 53. JAMO (*mortar type*) with a STC of 52 and an IIC of 54. Noble Seal SIS (*a sheet membrane system*) with a STC of 59 and an IIC of 62. Many other products are also available.

**The contractor or the Unit Owner must contact the management office for inspection after the soundproofing material is installed and before the flooring (marble, wood, etc.) is installed.**

10. **FORMS**

Copies of all forms and applications referred to in this document may be obtained from the management office.

11. **LICENSE AND PROOF OF INSURANCE**

All contractors must provide proof of licensing and a certificate of insurance to the management office prior to commencement of work. Before start of construction on the Unit Owner's project, the Unit Owner shall ensure that all of their contractors have in force and have agreed to continuously carry during the period of construction, comprehensive general liability insurance with contractual liability coverage in the minimum amount of Five Hundred Thousand Dollars (\$500,000). Additionally, contractors must provide proof of workers compensation insurance, or exemption certificate as required by state law.

The comprehensive general liability insurance policy shall name The Four Seasons Condominium Association, Inc. and the Unit Owner(s) as **additional insured** as their



interest appear. Before commencing any work on the Unit Owner's construction project, all of the Unit Owner's contractors shall furnish to the Association written proof of the insurance coverage in the form of insurance certificates in a form satisfactory to the Association.

In the event that any of the Unit Owner's contractors fail to have at the time of the commencement of construction and continuously carry during the course of the performance of their work at the condominium premises, the insurance hereon provided, and should damage, loss, personal injury or death occur, which would have been covered by said insurance, the Unit Owner shall be deemed liable to the Association for any losses or damages which the Association incurs by reason of the failure of the Unit Owner's contractors to have the required insurance in place.

**12. LIENS**

The Unit Owner agrees to defend, indemnify and hold the Association and other condominium Unit Owners harmless from any and all liens or claims filed or made by any of its contractors or their subcontractors, vendors or employees on account of any alleged nonpayment for labor, materials or services furnished or performed as part of the contractors' work. If any such lien is filed, the Unit Owner shall promptly discharge or remove any such lien or claim by bonding or payment.

**13. MINIMUM STANDARDS TO BE FOLLOWED BY ALL CONTRACTORS:**

**Unit Owners shall ensure that their contractors comply with the following standards:**

- Contractors, especially flooring contractors, must be made aware that sinks, showers and toilets are not for disposal of leftover thin set, grout or any other type of debris.
- No work, cutting of materials or storage of materials is permitted on open balconies or common area walkways.
- Contractors shall ensure that all rubbish and debris generated by them is removed from the property on a daily basis. All clean up of the work area shall be accomplished on a daily basis prior to leaving the condominium premises, and all materials shall be stored in an orderly and neat manner as directed by the association.
- Contractors shall maintain all tools per OSHA standards and properly secure all tools and equipment at the end of the day.
- Any accident or injury is to be reported by the contractors to the Association immediately. Additionally, any near fall, near miss or any other incident that does not result in injury, but has the potential for serious results, shall also be reported immediately.
- Contractors shall ensure strict adherence to the proper wearing of all required personal protective equipment ("PPE"), which is mandatory with no exceptions.



Failure to comply with PPE requirements will result in prohibition of an individual worker from working on the Unit Owner's unit upon receipt of one verbal and one written warning from the association.

- Contractors shall ensure strict compliance with respect to eye protection by any of

its workers or approved subcontractors in the form of safety glasses which shall be worn whenever workmen are performing work involving cutting, grinding, drilling, chipping or pouring of concrete or other activities where OSHA requires safety glasses to be worn

- Contractors shall provide respirators and the required respirator training for its workers per OSHA requirements as and when project conditions warrant.
- Contractors shall ensure no radios, walkmans or any other types of musical devices are allowed in the building.
- Contractors shall ensure the following key areas receive continuous vigilance throughout the period they are on the project:

- Protection of walkways and other common areas.
- Construction project cleanliness and orderly storage/staging of materials and equipment;
- Strict adherence to the use of proper personal protective equipment;
- Fall protection and prevention;
- Ladder and stairway safety;
- Scaffolding safety;
- Caught in/between and struck-by/hit-by hazards;
- Heavy equipment/crane safety;
- Hazard communication;
- Hand and power tool safety; and
- Electrical safety

- The Association has adopted a policy that no alcohol or illegal drugs or substances shall be consumed on the condominium premises by any of the contractors' personnel. Contractors are to enforce this policy and none of their subcontractors' employees or agents shall be allowed to work at the condominium premises if they are, in the sole opinion of the Association, performing their work under the influence of alcohol or illegal drugs or substances. The Association shall have the right on oral notice to the contractors to require immediate removal from the condominium premises by contractors of any workmen of contractors or subcontractors or vendors whom the Association designates based upon the Associations opinion that such person is under the influence of alcohol or illegal drugs or substances. Furthermore, the Association may prohibit such individual from performing any further work on the project, in the Association's sole discretion.

**THE DISPOSAL OF CONSTRUCTION DEBRIS OF ANY KIND IN THE CONDOMINIUM PREMISES TRASH CHUTE SYSTEM IS STRICTLY PROHIBITED.**

The Association shall have the right to immediately cease the unit owner's construction work for failure of the unit owner and/or its contractors to comply with these improvement regulations, with all costs associated with the shutdown to be borne by the unit owner.

**14. MOVE-IN / MOVE-OUT**

Prior to scheduling any move, the Unit Owner shall also be required to provide a **\$1,000.00 refundable deposit** to the condominium association to cover any damage incurred to the building during move-in and move-out. The property manager will return this deposit to the Unit Owner after a final inspection. Any expenses incurred by the Association for damages will be deducted. The check is to be made payable to: THE FOUR SEASONS CONDOMINIUM ASSOCIATION, INC.

Movers are not permitted to begin unloading after 2:00 pm. Hours are 8:00 am to 4:30 pm – Monday-Friday. No moving in or out on Saturdays, Sundays and Holidays.

**15. PAPERWORK**

All forms are available from the management office. No application will be considered until all required documents have been submitted.

**16. PERMITS**

The City of Fort Lauderdale requires PERMITS for certain work performed in the units. Failure to comply can result in fining and postponement of work. Upon receipt of written approval from the architectural review committee, permits can be obtained from the City. **No workmen will be permitted access, make deliveries of materials, or commence work in the unit, without providing the Association with a copy of the permit, as well as displaying the permit on the unit door.**

**17. PROHIBITED WORK**

The Unit Owner shall ensure that no work will be performed by any of their contractors that will modify any building system or change any building fire rating or otherwise violate any of the restrictions or regulations contained in these Improvement Regulations. The Unit Owner shall be fully responsible to the Association for any and all violations of these improvement regulations. The Association shall be notified in advance of any planned modifications of the mechanical/electrical systems in the unit. Should any unplanned requirement for a system modification arise during the alteration process, the Association shall be notified prior to making the modification.

**18. PROTECTION OF ASSOCIATION PROPERTY**

Contractors are responsible for protecting the walls, ceilings, doors, floors, walkways and other common areas from damage. Please use extreme caution in transporting materials and equipment and remember that any damage to the common areas will be charged to your company and/or the Unit Owner. **Common floors and walkways need to be protected with appropriate coverings.**

**19. PLUMBING**



*Relocation/addition of plumbing requiring core drilling is not permitted.* Removal and capping off of plumbing fixtures is permissible only if adjacent areas are not affected, and proper permit secured.

Removal and replacement of existing plumbing fixtures (flooring installation or

replacement of fixture) should be performed by a licensed plumber. Wax rings improperly set can cause leakage to the unit below and result in unnecessary damages and expense.

Relocation of kitchen is not permitted. Changing of plumbing locations is prohibited, ie: toilets, lavatories, tubs and showers. Drains and incoming water connections must remain as presently installed. Connection to building chilled water system requires coordination of manager if shutdown is required.

Accessing lower unit(s) to perform plumbing modifications is not permitted.

Prior approval **must** be obtained by the Association and arrangements made through the management office for water shut down scheduling. (Minimum 48 hours notice)

## **20. QUALIFYING YOUR CONTRACTOR(S)**

ALL contractors must provide the management office with a Certificate of Insurance containing a special endorsement naming The Four Seasons Condominium Association and the Unit Owner as an additional insured. The Certificate Holder shall be The Four Seasons Condominium, 333 Sunset Drive, Fort Lauderdale, FL 33301.

In addition, the Contractor must forward a copy of his/her Occupational License or Certificate of Competency and proof of Workers Compensation Insurance or personal Certificate of Exemption. (Only those individuals holding a Certificate of Exemption will be permitted to work in the building)

The Unit Owner must provide a "Unit Access Authorization for Contractor" form to the management office prior to scheduling the work.

In the event a delivery of materials will be required the Unit Owner must provide a "Construction Delivery/Moving Authorization & Deposit Form" to the management office prior to scheduling the delivery.

## **21. RESTROOM FACILITIES**

Unit Owner contractors may only use the restrooms located in the units in which they are working. Use of the building's common area restrooms is prohibited. Toilets are not to be used for disposal of materials (paints, wallpaper glue, etc.) and blockage and any resulting damage will be the responsibility of the Unit Owner.

## **22. SAFETY**

All contractors shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to all employees performing any

of the customization work and all other persons who may be affected. Contractor shall exercise the utmost care in the usage or storage of flammable or other hazardous materials or equipment used in the performance of work.

*Please remember, any lack of cooperation will only serve to delay the completion of the improvements being performed. It is our intent to facilitate the process of improvements*

*while minimizing the inconvenience to other Unit Owners. At the same time we want to minimize the possibility of damages throughout the property and maintain a safe working environment.*

If you have any questions regarding any of the above procedural information, please contact the management office for clarification at (954) 463-0644.

**23. SITE ACCESS – PARKING**

All contractors must check in with the front desk manager in the lobby, confirm authorization and obtain a contractor's identification badge daily. No other means of entry will be permitted. To expedite schedules, please provide ample notice (**48 hours**) of authorized workers.

Contractors will off-load working materials and equipment on the mezzanine level. The Front Desk Manager will assign contractor parking when space is available. Alternate contractor parking must be found off property when space is not available. All materials and equipment must be transported to the unit immediately. No storage will be provided in the garage for any contractors.

**24. STORAGE OF MATERIALS**

All materials and equipment used for unit improvements **MUST** be stored within the unit. No items may be stored or left for any amount of time in elevator lobbies, open balconies, stairwells, walkways, garage levels, etc.

**25. STORM SHUTTERS**

All shutters must be of the approved accordion type and must be painted white. The design and installation must comply with the requirements of applicable building codes. Special care must be taken with the installation of storm shutters to prevent water penetration resulting in damage to units.

No shutters may be installed on top of a balcony parapet, but must be installed against a wall or structurally designed window section. Installation of storm shutters shall not impose and shall not cause installation problems at corners of windows which might affect the installation of your neighbors storm shutters.

**26. WATER SHUTDOWNS**

Any improvement requiring the shut down or any tampering or any changes in the water supply lines requires permitting from the City of Fort Lauderdale. Vendor must coordinate with the management office a minimum of one week in advance to schedule work. Copy of permit must be submitted to management office and posted at unit.



**27. WINDOWS**

All window installations must meet the current City of Fort Lauderdale, Broward County and the South Florida Building Code. A permit from the City of Fort Lauderdale must be obtained to install new windows.

In every instance where new windows are being installed, the vertical mullions must match the existing windows in that particular stack. There shall be no addition of decorative mullions to either windows or sliding glass doors. The clear glass windows may not have a "mirror" or other type of reflective tinting or other reflective surfacing.

Consult with building management if there is some question as to what might be acceptable.

**28. WORK HOURS**

Normal work hours shall be 8:00 a.m. to 4:30 p.m., Monday to Friday and 8:00 a.m. to Noon on Saturday. ***NO HOLIDAY OR EVENING WORK IS PERMITTED.*** *Workers must be off the property by 4:30 pm and noon respectively.*

**29. WORKING WITHIN COMMON AREAS AND OPEN BALCONIES IS NOT PERMITTED**

This includes cutting of moldings, carpeting, etc. and work on open balconies and walkways.

**Please DO NOT anticipate:**

- To begin working without required documentation, approval and authorizations.
- To be permitted special consideration for untimely or inappropriate requests.
- To work on the property without maintaining proper conduct and strict observance of all procedural requirements.
- To solicit or distribute advertising or promotional material on the property.

5/24/2007

**Acknowledgment by Unit Owner/Agent:**

I/We acknowledge receipt of the "Designers & Contractors Improvement Regulations" and understand that as Unit Owner/Agent, I/we am/are liable for the expense of fines, damages, repairs and other related expenses, etc. due to negligence of my/our agents, employees. I/We hereby agree to comply with all of the above Improvement Regulations and to cause my contractors and their subcontractors and vendors and all of their employees and agents to comply with these improvement regulations.

Unit Owner/Agent Signature(s)

Print Name

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE SUBMIT ONLY THIS PAGE WITH YOUR APPLICATION.**



# THE FOUR SEASONS CONDOMINIUM

## CONTRACTOR MAINTENANCE TIPS

**TO PREVENT ANY POTENTIAL DAMAGE TO YOUR UNIT AND THE COMMON ELEMENTS WHILE WORK IS BEING DONE, THE FOLLOWING TIPS MAY BE HELPFUL:**

- ❖ Make sure your contractor installs temporary floor protection in the common areas prior to starting work and removed at the end of the work day.
- ❖ Make sure your contractor uses a heavy duty trash can with wheels and lid to remove debris out of the building during demolition.



- ❖ Make sure your contractors, especially flooring, are aware that your sinks, showers and water closets are not for disposal of leftover thin set or grout. You will be required to contact and pay your own plumber to clear these lines and you will be responsible for any resulting damage.
- ❖ During many types of work, there is a considerable amount of dust in your unit. If you leave your air conditioning running at this time, be sure to change filters frequently so as not to cause damage to the coils. If these filters are not changed or are removed for any reason, you will get a build up of debris on the coils. This will result in your system not cooling properly and could jeopardize the warranty. The acid washing of coils is costly and the cleaning of these coils does not always bring your system back to its original efficiency.
- ❖ You are responsible to see that all common areas are left in good order. Please check the garages, elevators and any other common areas that your contractor used prior to them leaving for the day and/or paying them.

**ATTENTION ALL CONTRACTORS**

**TO PROTECT SURFACES FROM  
CONSTRUCTION/DEMOLITION DUST AND DIRT  
WHILE WORK IS BEING DONE  
CONTRACTORS MUST COVER  
WALKWAYS AND OTHER COMMON AREAS AND  
USE A HEAVY DUTY TRASH CAN WITH WHEELS AND  
LID TO REMOVE DEBRIS OUT OF THE BUILDING**

- ❖ Temporary floor protection must be installed prior to starting work and removed at the end of the work day.
- ❖ A heavy duty trash can with wheels and lid must be used to remove debris out of the building during demolition.



- ❖ All contractors are responsible to see that all common areas are left in good order.
- ❖ Please check the garages, elevators and any other common areas that you used prior to leaving for the day.
- ❖ The Association may prohibit contractors from performing any further work for failure to comply with this policy.



*The Association recommends the following products that come in rolls 3' wide:*

ROSIN PAPER has been a staple in the building and remodeling industry for years. Use tape to hold in place.

RAM BOARD is a heavy duty Flex-Fiber reinforced temporary floor protection designed for contractors. It's re-usable.

POLY-CRAFT MASK consists of a 3-ply protection system: a fiberglass meshing between craft paper and a polyethylene sheet.

*Other products are also available.*





# THE *Four Seasons*

CONDOMINIUM

333 SUNSET DRIVE • FORT LAUDERDALE, FL 33301 • (954) 463-0644

## Contractor Checklist

Please initial each of the following to insure compliance. You will be responsible to make sure that the rules are followed and any damage caused by you or your associates is paid for.

1. Please sign the picture(s) of the existing conditions of the elevator and common areas. You will be responsible for any damage caused to these areas by your contractors/subcontractors. \_\_\_\_\_
2. Every morning before work begins, the path to the elevator from the unit must be covered for protection, and adhered to the floor as to not create a tripping hazard. Every afternoon, before you leave the property, this protective covering must be removed from the terrace. \_\_\_\_\_
3. Every afternoon before you leave the property, the common area terrace must be thoroughly cleaned of ALL dust and foot prints. Utilizing boot coverings helps to mitigate the spread of dust. It is not the job of the Association staff to clean up after you. \_\_\_\_\_
4. When removing debris, you must use a COVERED container such as the rolling recycling trash bins. If this is not possible, you must have manager approval for any other container. \_\_\_\_\_
5. At NO time is any contractor allowed to ride in the unpadded elevator. \_\_\_\_\_
6. To leave the property, please use the MEZZAZINE GARAGE EXIT ONLY. Do NOT walk through the lobby or mezzanine level lobby. \_\_\_\_\_
7. Do NOT use the laundry room sink to clean tools or discard anything. \_\_\_\_\_