

CONTESSA CONDOMINIUM ASSOCIATION

Rules and Regulations governing Contessa Construction and Construction Workers

Renovations, remodeling, and major apartment construction are a part of condominium living and it is the intent of the Contessa Condominium Association to make such activity as simple, problem-free and pleasant as possible for everyone, including the residents. To that end the following Construction Rules and Regulations have been approved by the Board of Directors and will supplement all rules and regulations contained in the current condominium documents of Contessa Condominium Association. These rules will be strictly adhered to by all concerned.

The Contessa General Manager is designated overall Manager of construction activities and his decisions will be considered final.

GENERAL

1. All construction projects must be approved by the General Manager before any construction begins.
2. **Passes for Bay Colony and the Contessa will be controlled through the General Manager.**
3. **A designated responsible contractor must be identified by the unit owner, who will be responsible to the General Manager for all on site work and problems in a given unit. This person shall be located in Naples and available at all times.**
4. A description of all work planned, a time-line for start and completion, copy of General Contractors license and proof of insurance, the names of all subcontractors and workers, and approved permits must be submitted, and approved prior to any construction. A preconstruction meeting between the General Contractor and the Contessa General Manager is required to be sure that the rules, obligations and expectations are mutually understood.
5. Contractor adherence and cooperation with start and finish times are required and will be enforced to be as fair to everyone as possible.
6. Construction is limited to eight hours per day, 8:00am to 4:00pm, Monday through Friday from May 1 to November 1. No work is allowed on holidays and noisy activity must be limited to 9am to 3pm.
7. **Deadlines for submission to the General Manager of plans and permits: March 15 for construction plans sufficient to apply for permits; May 1 for required demolition and construction permits. The General Manager is authorized to extend those deadlines in appropriate situations (e.g. minor renovations which can be completed in a shorter time period than a full construction season; modifications by owners of original plans which require amendments to permit applications or issued permits, and other situations warranting extension in the judgment of the General Manager).**

8. All construction personnel must sign in and out daily at the front desk and must include name, unit number, cell phone and auto license number. Workers not properly signed in will be asked to leave the premises.
9. Worker access to the building is limited to only the unit under construction, and direct ingress and egress areas only. Personnel not properly signed in or in other areas of the building will be asked to leave and not return.
10. The Contessa General Manager will make periodic inspections to monitor progress and adherence to rules. Contractors not meeting scheduled time lines will be warned, and if in the General Managers opinion, scheduled time lines will be missed, the General Manager may decide to notify the owner. This stipulation is necessary to optimally manage the overall construction activity.
11. Ultimately the unit owner is responsible to the Association for workers and activity related to his/her project and any damage to Contessa property.
12. There will be a \$1,000 fee, paid in advance to the Contessa Condominium Association to cover miscellaneous building damage, oversight, and use of Association property.
13. Construction tools and supplies will not be stored overnight on Contessa common property. The Contractor is responsible for cleanliness, and daily pickup of his/her project.
14. Only the service elevator and service entrance is available for service personnel. Passenger elevators are not for construction or service use. Contractors must not exceed load weight limits. If the General Manager should implement a reservation system, hire a service elevator attendant or otherwise impose additional rules for service elevator use, those rules shall be strictly complied with.
15. Construction work (mixing paint, cutting tile etc.) is not allowed in the garage area.
16. Contessa trash chutes, carts, and luggage wagons are not to be used for construction work.
17. There are no available lavatory facilities available; contractor must rent a porta-potty for the use of their employees.
18. Specifications and rules for insurance, liability, and indemnity coverage, copy of General Contractors license, workman's compensation, flooring, balconies, hurricane shutters, and concrete tension rods will be provided by the General Manager as indicated. They must be followed and compliance will be monitored by the General Manager.
19. The Contessa common area from the elevators to the unit must be covered, wall-to-wall, with masonite boards and visqueen while construction is underway and after construction, all carpeting on that floor must be cleaned.
20. Any fines imposed by the Fire Department for false alarms will be the responsibility of the contractor. Any by-passing of the Fire Alarm system must be approved by the General Manager in advance.
21. If a contractor discovers a defect in the unit he must immediately notify the Contessa General Manager and not proceed with any work until the defect is corrected.
- 22. The Contessa is a non-smoking area.**
23. Each resident unit owner is responsible for contractor's and subcontractor's actions and inactions. They are on the Contessa premises at their own risk and

agree to indemnify and hold harmless the Contessa Condominium Association for any liability or damages that might arise in connection with their activities on the premises. Owners and General Contractors shall be required to sign to confirm their acceptance of these Rules and Regulations prior to commencement of work.

NOISE

1. The General Manager will be notified in advance of any "high noise construction activities."
2. Tile will be removed using the Terminator portable tile removal machine. See the General Manager for specifics. Jack hammers will not be allowed.
3. "High noise construction activities" are defined as floor tile removal, installation of channels and anchors for interior walls, or any pneumatic or air nailing, drilling, sawing or chipping into or in concrete exterior walls or concrete floors or ceilings.
4. All "high noise construction activities" shall be limited to May and June and during approximately 7 "permitted high noise days" in each of July, August, September and October; the exact number of days and periods during those months to be set by the General Manager in consultation with the contractors to permit proper phasing and noise minimization of scheduled construction projects and to address unanticipated construction changes or changes in plans by owners
5. Tile cutting shall be done on enclosed lanais (i.e. those with hurricane shutters which can be closed after working hours or during heavy rains or winds), with machines which are properly tented and protected by drip pans.
6. Laying tile over tile is not permitted
7. Music will be allowed only in units and in moderation unless earphones are used.

PARKING

1. It is not the Contessa Condominium Association's responsibility to provide parking for contractors. Parking space at the Contessa and in Bay Colony is very limited. To best manage this problem the following will be strictly followed.
 - 1) Contractor parking to be limited to designated parking areas.
 - 2) There will be no parking in the turnarounds.
 - 3) Unloading will be arranged with the security guard and the vehicle must be removed promptly after delivery.
 - 4) If allocated parking is considered insufficient by the contractor, he/she will have to arrange off-site parking and car-pool workers to the job.
 - 5) Workers violating these parking rules will be warned once and then have their vehicles towed at their expense.
 - 6) If the General Manager hires a parking attendant, all directions provided by the parking attendant shall be strictly followed.

DUMPSTERS

1. Dumpsters are unsightly, dirty, cause serious traffic problems and take up very limited parking space. It will be the Contessa's policy that dumpsters not be used at the Contessa.
2. Each contractor will have an assigned parking space in the Service Parking area for a truck or trailer to gather construction debris.

3. Collected debris should be removed daily by the contractor.

SPECIAL REQUIREMENTS

1. The Contessa has special construction specifications and requirements for specific changes. A copy of construction specifications will be provided to the owner and the contractor at the pre-construction meeting with the General Manager and must be followed and signed for by the General Contractor.
2. Compliance will be monitored.
3. Specific specs:
 - Sound barrier for hard surface floors - need General Managers instructions and approval
 - Hurricane shutter specs
 - Tension cables in concrete slab
 - Tile removal
 - Noise and dust abatement procedures for work in units
 - Fire and sprinkler requirements
 - Insurance Requirements



