The Marquesa at Bay Colony

REQUEST FOR ALTERATIONS, REPAIRS AND RECONSTRUCTION

Property Owner's Name(s):_____Date:_____

Address: 8990 Bay Colony Drive , Unit #:_____ Email Address:_____

Home Phone:_____ Cell Phone:_____

Start Date:_____ Completion Date:_____

PROJECT BEING REQUESTED: (Check the area required for approval or list item below)

	Change or Alteration	***Description***
( )	Painting, Re-Painting	
( )	Electrical Changes	
( )	Plumbing Changes	
( )	Cabinets or Countertops	
( )	Toilets - New or Resealed	
( )	Shower - Replacement/ Retiling/ New Pan	
( )	Ceiling Changes/ Crown Molding/ Baseboards	
( )	Flooring w/sound suppressing materials	
( )	Hot Water Heater	
( )	Appliances for Kitchen Area	
( )	Hurricane Shutters or Windows	
( )	Air-Conditioning Handler or Condenser	
( )	Interior Walls	

OTHER PROJECT ITEMS REQUESTED NOT MENTIONED ABOVE:

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_____

_____

_____

_____

Please include the following:

- ⌋ Name of Company Performing Work
- ⌋ Copy of Business/Occupational License
- ⌋ Certificate of Insurance
- ⌋ Permits (Where Applicable)
- ⌋ Signed and Sealed Engineering Drawings (Where Applicable)

Before work can commence, the Board President must approve this application. The applicant agrees to obtain all required permits, licenses and adhere to all ordinances. The applicant agrees to use only licensed and insured companies, and to obtain a copy of those licenses and insurance (with the certificate to name "Marquesa at Bay Colony Condominium Association, Inc." as an additional insured). The applicant agrees to comply with the Rules and Regulations and Association Documents. All maintenance of this Modification/Repair will be performed at the owner's expense. If any legal regulatory agency requires modification to this request, it is at the owner's expense and the homeowner will immediately notify management. The Association, Officers and Directors, and Management will be held harmless and released from any and all liability related in any way to the change or alteration.

I/we understand that approval of our request must be granted in writing before I/we can have the job started. I/we also acknowledge that we could be forced to have the items removed if it is installed without approval or does not conform to community standards as outlined in the Rules and Regulations and Association Documents. I/we also acknowledge that this request is granted "as presented" and that the work must be completed as presented. Any changes are not approved and will not be accepted without the approval of the Board President or Manager.

Homeowner Signature:_____

Please return form and all information to the address below:
Marquesa at Bay Colony
8990 Bay Colony Drive
Naples, FL 34108
Fax: 239.594.7071

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* This area is for management use only.*

- ⌋ Approved
- ⌋ Disapproved
- ⌋ Approved with Modifications as follows:

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_____
_____

Manager Signature:_____Date:_____

RULES FOR DECORATORS, CONTRACTORS AND SUB-CONTRACTORS

In order to make the process for redecorating and renovating as seamless as possible for the residents of Marquesa at Bay Colony, all contractors/vendors are required to adhere to the following RULES FOR DECORATORS, CONTRACTORS AND SUB-CONTRACTORS.

1. Owners must pre-register with the General Manager providing the name, address, telephone number and fax number of the unit owners' representative who will be overseeing the work being done in the unit whether it is the interior decorator, the general contractor, or the unit owner.

2. Prior to commencing work, the unit owner's representative must submit to the General Manager, a list of names, address and telephone numbers of all sub-contractors who will be working in the unit, together with a schedule of their work to be performed. Contractors and Vendors working in the owner's unit are liable for any activated alarms of life safety equipment and will result in fines. Owners are responsible to ensure their vendors are aware of this policy. *If there is AC work being completed, particularly replacements, in the unit owner's property, Marquesa management must be notified 24 hours in advance unless an emergency, as the Maintenance Supervisor/ General Manager will be reviewing the requirements when doing the installation(s). If there is any work with life safety items such as sprinkler heads and smoke detectors, the Association's Vendor is required to be used.* ***Note: fines will be assessed if the rules are not strictly adhered to.***

3. Contractor and sub-contractors work hours are 8:00 AM to 3:00 PM, Monday through Friday. NO SATURDAYS, SUNDAYS OR HOLIDAYS. No major construction projects are permitted during the period from November 1 through April 30 of the next year. All construction project(s) are to occur and/or take place during the period from May 1 through October 31 of each year.

4. Contractor may have unit key only. **DO NOT ISSUE COMMON AREA KEY.**

5. Persons moving furniture and other property into and out of residences must notify the General Manager in advance and use the designated access door into the condominium and the service elevator. All such moving must be Mondays through Fridays between the hours of 8:00 AM and 3:00 PM. Moving vans and trucks used for this purpose shall only remain on condominium property when actually in use. Moving in the lobby areas is prohibited.

6. All contractors and employees must enter the building through the lower entrance at the side of the building. Vehicles will be left outside in the service area designated for contractors. Parking is limited. Vendors are asked to carpool. If service lot is full, vendors are asked to inquire about additional parking from management. All workers must sign in and out daily.

7. Prior to authorization for access, all contractors and vendors must produce, from their insurance carrier, a certificate of insurance (COI) with the requirements below (covering themselves and their sub-contractors):

- Not less than $2,000,000 General Aggregate
- $100,000 Fire Damage
- $1,000,000 Personal & Advertising Injury
- $1,000,000 Each Occurrence
- $100,000 minimum Fire Damage
- Proof of worker's compensation coverage or exemption certificate (if applicable)
- Certificate holder listed: **Marquesa at Bay Colony 8990 Bay Colony Drive, Naples, FL 34108**
- ALL GENERAL CONTRACTORS OR VENDORS COMPLETING MECHANICAL, ELECTRICAL AND/OR PLUMBING WORK MUST ALSO LIST MARQUESA AT BAY COLONY AS AN ADDITIONAL INSURED.

The general liability (bodily injury and property damage) must be on a comprehensive general liability form and must include, but not limited to premises, operations, explosion, products and completed operations coverage, contractual liability coverage, independent contractors' coverage and personal insurance coverage.

All certificates must be emailed to: mollee.cole@guestservices.com or faxed to 239-594-7071 (originals can be mailed to Marquesa at Bay Colony, 8990 Bay Colony Drive, Naples, FL 34108).

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8. Workers will be allowed to unload their materials and equipment outside. Passenger elevators are NOT to be used at any time. The service elevator is approximately 6'8 X 6' X 10' in height.

9. Work preparations will not be allowed in the garage or exterior balconies (i.e. mixing of paints, mud, grout, etc. at any time). Only hand trucks or carts may be used to deliver materials to the designated service elevator.

10. Drop cloths must be used to cover common area carpet.

11. Trash chutes are not to be used, nor is any trash to be left in units or hallways

12. All trash and debris shall be hauled off by the workers on a daily basis.

13. Grout, paint, wall mud or any other material may not be poured down building drains, sinks, toilets or bathtubs. Check with the manager or maintenance supervisor for location of cleaning area.

14. Sub-contractors are not to use luggage or shopping carts owned by Marquesa.

15. Breaks and lunches, if taken inside the building should be confined to the owner's unit.

16. Radios are not allowed in the building, unless used with headphones. No music is allowed on the exterior balconies.

17. Access to the individual condominium units must be coordinated through the owner, decorator, or other designee.

18. Subcontractors shall not tamper with or hang extension cords from any of the sprinkler heads.

19. Unit smoke alarms are to be left in place. They are to be properly protected during the interior finish work that generates heavy airborne particles, such as sanding, painting, etc. **IF A CONTRACTOR IS FOUND RESPONSIBLE FOR SETTING OFF ANY FIRE ALARM DEVICE, THE CONTRACTOR IS SUBJECT TO A FINE AND OWNERS WILL BE NOTIFIED. ANY WORK RELATED TO THE FIRE ALARM SYSTEM OR ITS DEVICES (IE SMOKE DETECTORS, SPRINKLERS, ETC) REQUIRES THE USE OF THE ASSOCIATION FIRE ALARM VENDOR.**

20. Workers are not to wander around areas other than the specific area or residence they are assigned

21. Smoking is not permitted in the garage, stairwells, or any common areas of the property.

22. Stairwell doors shall never be propped open for any reason.

23. 48-hour water test of shower pan required before tile installation.

24. Flooring slab must be x-rayed by contractor prior to penetration to eliminate chance of damaging post tension cables.

25. Specifications for soundproofing of hard flooring must be approved in writing by the Board or its representative prior to installation. The Board may require proof, to its satisfaction, that the proposed soundproofing material or system will achieve the required sound transmission ratings. That proof may include a requirement that the manufacturer certify, in writing on its letterhead, that the proposed installation meets or exceeds the soundproofing specifications of these Rules and Regulations of The Marquesa at Bay Colony Condominium Association, Inc. (such as Proflex RCV-250 and Proflex 90). This certification is with the understanding that The Marquesa building is 8" post-tension concrete slabs with no acoustical materials of any kind on the Unit ceilings. The installed soundproofing must be inspected and approved by the Board or its representative prior to installation of the hard flooring. In addition, perimeter sound isolation material must be installed in accordance with the Rules and Regulation as amended from time to time so as to reduce the transmission of noise to adjoining units. Owners must obtain written approval of the Manager prior to any such installation. If the installation is made without prior approval, the Board may, in addition to exercising all the other remedies provided in this Declaration, require the removal of such hard- surface flooring at the expense of the offending unit owner.

A. Isolation Barrier:

1. At the perimeter of the entire floor, and the periphery of all protrusions to that floor; fiberglass board (6-15 pcf) not less than 3/8 of an inch (9.525 millimeters) thick, to minimize flanking, should be used within ¼" (6.35 millimeters) of the finished surface.

2. Closed cell polyethylene foam (2.7 – 9 pcf) not less than ¼ of an inch thick (6.35 millimeters) may also be used as the perimeter isolation barriers.

3. The fiberglass board or the polyethylene foam can be cut into strips and held in place with a few spots of acoustical sealant. If the strips are too tall, they can easily be trimmed within the ¼" of the finished surface after the tile is grouted, therefore keeping any hard residue out of the perimeter grout joints.

B. After the tile is set and grouted, additional time should be spent to check the perimeter of the entire floor and the periphery for any protrusions such as pipes, so as not to have any of the mortar, bond coat, or grout, touching the wall or any protrusions that penetrate the floor. Should any of the hard material from the installation make contact between the tile or setting bed and the wall, or a penetrating protrusion, a large reduction in the sound rating will occur. After grouting, but before the edges are caulked, trim the polyethylene sheeting back to the top of the fiberglass or polyethylene foam edging.

C. A sealant is required at the perimeter of the entire floor, and the periphery of all protrusions to that floor.

This joint shall be ¼" wide (6.35 millimeters) from the finished top of the tile. This joint must be filled with an elastomeric sealant or an acoustical sealant. Hard grout is unacceptable.

This caulking can be done before or after grouting as long as the hard grout is left out of the joint between the floor and the wall and around the periphery of any protrusion.

If USG acoustical sealant is used, the joint can be painted to conform to the color of the grout used in the field.

The unit owner is responsible for his decorator's and sub-contractor's actions and inactions on the condominium property and in Bay Colony. Decorators and subs are on the premises at their own risk and agree to indemnify and hold harmless The Marquesa at Bay Colony Condominium Association, Inc. and Bay Colony Community Association, Inc. for any liability or damages which might arise in connection with their activities on the condominium property or in Bay Colony.

Please help keep the building clean. Report any spills or damage immediately so they can be taken care of. Service elevators and the service hallways must be kept clean and protected and cleaned at the end of the work day.

All vendor activities will be monitored. Please be advised that if any sub-contractor is found not to be in compliance with the preceding guidelines, rules and regulations, it may result in fines and your company being banned from the building.

_____	_____	_____
Vendor Signature	Vendor Name Printed	Date

(THIS SECTION IS FOR OFFICE USAGE ONLY)

__ Occupational

__ Liability - Certificate of Insurance

__ Workers Compensation - Certificate of Insurance

_____	_____
Employee Initials	Date