

Contractor's Acknowledgement of Guidelines for work at Pelican Landing Condominium Association

1. Submit copies of any drawings or blueprints to be approved by the ARC.
2. Work shall **NOT** commence until application is approved and permit(s) are acquired if required. Licensed contractors must be utilized as required by county code, to include but not limited to HVAC contractors, plumbers, and electricians.
3. Approved applications shall **NOT** be altered.
4. Contractors employed **must provide Certificate of Liability insurance, proof of Workers Comp insurance, and current license.**
5. Contractors employing a 3rd party subcontractor **must provide that subcontractors Certificate of Liability insurance, proof of Workers Comp insurance, and current license.**
6. Work affecting an existing roof requires a licensed roofing contractor.
7. New flooring (other than carpet replacement) for 2nd story units must have adequate sound barrier.
8. Use of common area outside of unit by contractor:
 - a. There shall be no work performed or tools and materials stored on common sidewalks, walkways, or asphalt areas. Work may be performed in gravel areas under buildings at least 20 feet from any vehicle provided that at the end of each day area is left clean and free of any evidence of work being performed there.
 - b. Area utilized must be washed down at the end of each work day.
 - c. No cement-based material such as, but no limited to, thin-set, grout, drywall mud, or other such materials can be introduced to the gravel area. All such materials and the cleaning of tools or other equipment must be done off site and not on Pelican Landing grounds.
9. All construction debris shall be removed from the common area each day. **NO construction debris shall be left on site at the end of each day to include, but not limited to, in the common trash rooms or trash containers.**
10. Parking of construction vehicles shall be as follows (November 1 through April 30th):
 - a. Trucks with trailers must park along street. (Access to parking area allowed for loading and unloading only).
 - b. From November 1 through April 30, other construction vehicles allowed in "visitor parking" only. From May 1 through October 31, other construction vehicles allowed in parking area but not under buildings.
 - c. **All vehicles related to the renovation must display on the vehicle dashboard the unit # of the property being renovated.**
11. Use of elevators can only be utilized to move construction debris, construction materials, or tools after prior written permission from a Board member. Use of elevators to move appliances, including water heaters, or furniture shall be allowed without prior approval.
12. **All cigarette butts must be properly disposed and not left anywhere on the common area.**
13. No in unit on demand water heaters are allowed to be installed at Pelican Landing.
14. **Policy for Attachment to any Exterior Building Area on Pelican Landing Property**
 - a. Drill hole to minimum depth possible. Note – Minimum Depth is dictated by fastener type and/or load requirements

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- b. Blow the hole out to completely remove any dust or debris
 - a. Fill hole with only a polyurethane sealant (**not construction adhesive**)
- c. Insert plastic or other salt/sulphate resistant anchor sleeve
- d. Insert only a salt/sulphate resistant (minimum 316 stainless) fastener and tighten as necessary
 - There are no exceptions to this standard. If any contractors do not follow this standard, they will be brought back on site to make any corrections so that their attachment meets this requirement.
 - If owners hire contractors to perform work, it is their responsibility to ensure that this standard is followed and if not, the owner will be held liable for any damage and/or repair required.

15. Requirements for Patching Any & All Holes from Removed Hurricane Shutters or any other Hole Patching:

- a. Any and all holes shall be sure that any sleeves or anchors are completely removed from every penetration
- b. Any and all holes are to be thoroughly cleaned and blown out with an air compressor to remove any remaining dust or smaller debris
- c. Any and all holes are to be filled in tightly with Sika-Flex NP-1 Polyurethane sealant, all the way to the surface and leave the exterior finish of the sealant spread around to match the surrounding stucco wall areas
- d. Once completely dried, paint the sealant & surrounding stucco with Sherwin Williams LOXON Water Blocking Primer then 2 additional coats of LOKON XP in color to match the existing.
 - This needs to be sent out to **every owner as they are responsible** for the above repairs to be properly completed or they will be liable for any future damage caused from not following this policy. Note this liability will follow any future owners as well.
 - **Also, the stainless specified is 316 stainless, which is marine grade stainless steel must be used on any exterior fasteners.**

16. The use of a Man Lift truck, of any size, will need to be approved by the Board of Directors prior to the start of the project.

By signing below, the Contractor acknowledges that they have read the above guidelines and agrees to adhere to all requirements while working at Pelican Landing Condominium Association and they are responsible for the behavior of all employees, including any sub-contractor's workers.

Name Printed: _____, Unit Working In _____

Signature: _____, Date _____

Company Name: _____

Mobile Phone: _____, Office Phone: _____