

APPROVED 1/5/2026

**BHC CONDOMINIUM RENOVATION APPLICATION**

(Required for changes involving the relocation of any plumbing fixture, removal of all or any portion of a wall, electrical rewiring, and installation of balcony tiles or coverings on floors.)

TO: BHC BOARD OF DIRECTORS

FROM: \_\_\_\_\_ UNIT: \_\_\_\_\_

RE: \_\_\_\_\_

Attached is a detailed Scope of Work for the changes I would like to make to my unit and the time frame for the renovations.

I am enclosing a copy of the architect/contractor's plans.

**I understand that I am solely responsible for any damage to Beacon House property or the property of any Unit Owner caused by my contractor or his/her subcontractors or any of their respective employees or agents.**

Detailed architect/contractor's plans and Scope of Work **must** be received for review and Board approval not less than 30 days prior to commencement of renovation.

I understand and agree that if a county/city permit is required, I will provide a copy of the Permit Application (with all attachments) as soon as it is submitted. I acknowledge and agree that no work can be done without approved county/city permit(s), copies of which must be provided to Beacon House before work can commence.

All work is to be done during the hours of 8:00 A.M. and 4:30 P.M. on weekdays only. All work must be done between May 1<sup>st</sup> and November 1<sup>st</sup>. If any item(s) in the Scope of Work is incomplete on November 1<sup>st</sup>, all work must immediately stop and may not be completed until the next renovation season beginning the following May 1<sup>st</sup>. If a project is not completed and needs to continue into the next renovation season, a new Application and fee will be required.

I will ensure that all Contractors/Subcontractors are registered with the BHC office at officemanagerbeaconhouse@gmail.com.

I will ensure that the General Contractor will protect the elevator and common area flooring with protective padding.

All debris must be removed from the premises and not deposited in the BHC dumpster.

I understand and agree that (i) only a licensed and insured electrician and a licensed and insured plumber will be allowed to work in my unit, (ii) only a licensed plumber, familiar with BHC buildings, may work on the main stack, (iii) only a licensed HVAC contractor will be allowed to work in my unit or my HVAC system, and (iv) all other subcontractors whose work requires trade licenses will be allowed to work in my unit only if they have all required trade licenses and insurance.

I will use only BHC approved adhesives when installing balcony tile.

I will adhere to BHC specifications when installing coverings on my floors.

**BHC non-refundable renovation fee of \$1,000 is due at time of application for renovations requiring a permit.**

**BHC non-refundable renovation fee of \$250 is due at time of application for renovation only of balcony tile or coverings on floors.**

**This Application and fee are valid only for the current May 1 – November 1 renovation period.**

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY BOARD OF DIRECTORS \_\_\_\_\_ Date \_\_\_\_\_

### **BHC CONDOMINIUM RENOVATIONS OWNER/CONTRACTOR AGREEMENT TERMS AND CONDITIONS**

It is the expectation that all General Contractors will advise their crews and sub trades that Beacon House is a year-round residence for many people. Every effort should be made to do their work in the least disruptive ways possible.

#### **Terms and Conditions:**

**Construction Requirements:** Beacon House Rules and Regulations prescribe any major renovation requiring city permitting to be done between May 1st and November 1<sup>st</sup>. Such renovation is that which has been described in the Scope of Work. By November 1<sup>st</sup>, written notice must be given to the Board certifying that all items within the Scope of Work have been completed and all renovation work has ceased.

- Work and deliveries are only allowed from Monday through Friday between 8:00 a.m. and 4:30 p.m. If special circumstances dictate work outside of this restriction, the General Contractor, through the Condominium Owner, should request special consideration and approval by the M-SP and/or the Board.
- All work shall be performed in a good, professional, and workmanlike manner and in strict accordance with this document, all applicable current City of Naples and State of Florida codes, industry standards, the architect/contractor's plans approved by the Board, the approved design specifications of manufacturers, and any additional requirement of the Beacon House Club for particular projects as noted in a writing attached to this agreement or the Board's approval (all of the foregoing being "Applicable Requirements").
- The condominium owner (or his/her contractor) shall obtain all required City of Naples building permits and submit a copy of the Permit card to the Beacon House M-SP prior to the commencement of any work. Also, post the permit as required by applicable law.
- A copy of the General Contractor's current license, as well as the current licenses of the electrician and plumber, and any other subcontractors whose work requires licensing, shall be submitted to the M-SP prior to work commencing. Plumbers who work on the main stack must be licensed and approved in advance by Beacon House and requires that the M-SP supervise any work being done if the plumber has not previously worked on the main stack at Beacon House.
- Construction specifications exist to ensure the structural integrity and soundproofing of the Beacon House. These include limits on slab penetration, minimum sound-deafening material under hard surface flooring, and approved adhesives for tiling of external balconies – details **MUST** be obtained

Approved 1/5/2026

from the M-SP prior to work commencing. M-SP inspections of work related to these restrictions will take place at the time of work being done and also after installation.

- Do not put anything down the drains, including paint or waste materials. Snaking out to the main stack is recommended.
- If you are exposing common pipes, please co-ordinate with the Beacon House M-SP so he can determine the need for replacement.

**Insurance Requirements:** The contractor must carry liability and workmen's compensation insurance of not less than the minimum amount required by law. For the duration of the project, **B H C Inc., A Condominium Corporation d/b/a BEACON HOUSE CLUB must be added/named as an additional insured** on the Contractor's Certificate of Insurance.

**Inspections:** Beacon House Board shall maintain the right, but not the obligation, to inspect work in progress and after completion. Except in the case of emergency, the Contractor and the Owner will be notified prior to any inspection other than normal daily supervision. However, Beacon House inspections do not relieve the Owner and Contractor from their exclusive responsibility to ensure the work is done in conformity with Applicable Requirements. Beacon House Board shall have the right to require suspension of work in the event the M-SP and/or the Board determines (i) work is not in conformity with Applicable Requirements or (ii) damage is occurring or has occurred to Beacon House property or the property of any Unit Owner. Work may not be resumed until Beacon House Board and the M-SP determine that work is in conformity with Applicable Requirements, any damage to Beacon House property and/or any Unit Owner's property has been repaired to the satisfaction of Beacon House and any applicable Unit Owner(s), as the case may be, and that the conditions which resulted in the suspension of work will not recur during the Project. Any time spent in connection with the Project by the M-SP outside of normal business hours will be billed to Owner at the rate of \$50 per hour. If a Project requires an inordinate amount of the M-SP's working time, the Beacon House Board reserves the right to charge the Owner for M-SP's time.

### Property Protection and Security

Upon arrival, each contractor is to contact the Beacon House M-SP to gain entry to the property. His number is 239-825-4441. Work and delivery access is through the side doors of either building.

Please ensure building entryways and resident's vehicles are not blocked for any length of time.

- The Owner, if in residence, or the M-SP in the Owner's absence, should ensure protective padding is in place in the elevator during work hours. The padding should be removed on weekends and holidays.
- Other common areas must be protected at all times. We ask your contractor to supply other floor protection for the common area outside your unit. By 4:30 PM each day, any common areas around the unit being renovated must be left clean of debris.
- All construction materials must be removed from Beacon House premises and under no circumstances, deposited in the Beacon House Club dumpster – if contractors place debris in the BHC dumpster, owners will be charged a fee for debris removal. Construction dumpster locations for the West and East buildings will be determined by M-SP. Dumpsters should be covered and will not be allowed to stay on Beacon House property without frequent emptying.
- No behavior shall be allowed which will create a public or private nuisance, nor which shall unreasonably interfere with the quiet possession or enjoyment of the condominium premises, nor which becomes a source of annoyance to the condominium residents (Amended and Restated Declaration of Condominium, 14.2 Page 25)

### Owner and Contractor Sign off

We will work diligently to complete the project within the construction timeframe. We have read, understand and agree to the above Construction Specifications and Terms and Conditions for working at Beacon House Club, and will monitor all crews and sub trades for compliance with these Construction Specifications and Terms and Conditions. Also, the signatures below confirm that I, the Condominium Owner, and the General Contractor agree to add **B H C Inc., A Condominium Corporation d/b/a BEACON HOUSE CLUB** as an additional insured for the duration of the project.

Owner Name (Print) \_\_\_\_\_ Unit \_\_\_\_\_

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Contractor Name (Print) \_\_\_\_\_

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor License # \_\_\_\_\_

