

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 tile or hard coverings on floors.)

TO: BHC BOARD OF DIRECTORS

FROM: _____ UNIT: _____

RE: _____

The following is a description of the changes I would like to make to my apartment and the time frame for the renovations: (Attach Description)

I understand that I am responsible for any damage to Beacon House property caused by my contractor or his/her subcontractors.

I am enclosing a copy of the architect/contractor's plans. Yes _____ No _____

I understand that a county/city permit is required and the work is to be done during the hours of 8:00 A.M. and 5:00 P.M. on weekdays only. Major renovations should take place during the summer months, if possible.

I will register the workmen with the M-SP by leaving a message on the BHC office phone, 239-262-4095.

I will ensure that the workmen will protect the elevator with protective padding, will remove the padding before the weekend and will remove all debris from the premises and not deposit it in the BHC dumpster.

I am aware that only a licensed electrician will be allowed to work in my apartment.

I also understand that only a licensed plumber, familiar with BHC buildings, may work on the main stack.

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

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

BHC renovation fee of \$250 is due at time of application. (4/18)

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 1st.

- Work and deliveries are only allowed from Monday through Friday between 8:00 a.m. and 5 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 professional and workmanship manner and in strict accordance with this document, all current City of Naples and State of Florida codes, the approved design specifications of manufacturers and any additional requirement of the Beacon House Club for particular projects as noted under 1 (d) herein.
- 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, please post the permit.
- A copy of the General Contractor's current license, as well as the current licenses of the electrician and plumber, 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 MS-P 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 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, Beacon House 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. However, Beacon House inspections do not relieve the Owner and Contractor from their exclusive responsibility to ensure the work is done in conformity with approved plans and specifications, Beacon House requirements and current City of Naples and State of Florida Code.

Property Protection and Security

Upon their 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, and to clean and remove it at the end of each day if other units are occupied.
- 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.

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 Beacon House 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 # _____