

**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: \_\_\_\_\_

Attached is a description of the changes I would like to make to my apartment and the time frame for the renovations: (Attach Description and 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.**

I am enclosing a copy of the architect/contractor’s plans. Yes \_\_\_\_\_ No \_\_\_\_\_

Detailed architect/contractor’s plans **must** be received for review not less than 30 days prior to Board approval.

I understand that a county/city permit is required. I will provide a copy of the Permit Application (with all attachments) as soon as it is submitted, and 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 5:00 P.M. on weekdays only. Subject to the requirement that all work must be done between May 1<sup>st</sup> and November 1<sup>st</sup>, 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 understand and agree that (i) only a licensed electrician will be allowed to work in my apartment, (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 apartment or my HVAC system, and (iii) all other subcontractors whose work requires trade licenses will be allowed to work in my apartment only if they have all required trade licenses.

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 \$500 is due at time of application. (10/21)**

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 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 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. 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 MS-P 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 MS-P 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 MS-P 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 MS-P's working time, the Beacon House Board reserves the right to charge the Owner for MS-P's time.

### 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 #** \_\_\_\_\_