

PROJECT PRE-APPROVAL

An owner planning an above-named project should fill out the Architectural Review Form available from the building manager.

Owners who begin a major renovation of the unit's interior need to work with the building manager to ensure that contractors comply with all the rules and regulations, that an appropriate timeline for the project is developed, and that appropriate supervision of the contractor will be provided.

RULES FOR RENOVATIONS

Owners should submit a design plan of the proposed renovation, which designates the contractors and sub-contractors who will be working on the project, a projected start date for the work, a projected end date, as well as all contact information for the contractor and the owner.

Certificates of Insurance covering both Liability and Worker's Compensation coverage, listing Oceana South as an additional insured must be provided by all contractors doing work on the property.

Owners should make arrangements to provide a grounds key, unit key and a gate remote to contractors who will be doing extensive renovations that last more than a few days. It is not the responsibility of the maintenance or management staff to provide long-term daily access to a work site, as this seriously stretches the small staff too thin. Additional remotes and keys can be purchased through the office.

Work may be performed from 8:00 a.m. to 5:00 p.m. Monday through Friday. Contractors should be prepared to leave the premises by 5:00 p.m. each workday. No contractors are permitted on the property on Sunday.

Work areas, elevators, stairs, and walkways must be clean at all times, and all construction debris must be removed by the contractors.

UNDER NO EXCEPTION may debris be placed in Association dumpsters or disposed in the trash chutes. Any cleanup services provided by the Association staff will be billed to the unit owner in the amount of \$100 for every infraction.

Drywall, tile, wood, glass or any other type of construction cutting, fitting, forming or manufacture may not be done on the walkways or unit balcony AT ANY TIME.

Construction vehicles must be parked at the north end of the parking lot. Contractors wishing to load and unload a vehicle closer to the entry doors must contact the office IN ADVANCE to obtain permission.

If floor coverings such as wood, marble, granite, tile or other hard surface is to be used, sound-deadening material (1/4" cork or equivalent) must be included in the installation and must be approved by the office.

The contractor must call the office IN ADVANCE of beginning to work to schedule a meeting, so that the manager may go over the rules of work, and finalize any details.

If you have any questions or to schedule work, please contact the office.

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Scheduling, Maintenance, Renovations & Supervision of Service Personnel in Owner Units



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MAINTENANCE, RENOVATIONS, SCHEDULING & SUPERVISION OF CONTRACTORS BY UNIT OWNERS

Routine maintenance for plumbing, electrical, AC repair and/or other renovation projects will always be needed and it is the responsibility of the unit owner to schedule contractors and to provide access to the unit. Please understand that it is NOT the role of the management or staff of the Association to supervise contractors hired by an owner.

It has been a common problem that contractors and service personnel do not respect the premises and often damage or disrupt the cleanliness of the lobby, the elevators and the walkways to the units. **Owners should be aware that the documents of the Association allow ALL damages done by a contractor to any of the common or limited common elements to be billed to the unit owner who employed the contractor.** Therefore, it is in the owner's best interest to strongly communicate to contractors that they are expected to follow all posted rules, and to clean up when the project is complete. This includes ALL common areas, walkways and elevators as well as the specific unit job site.

The following rules should be followed at all times:

- Owners must inform the office at least 48 hours in advance for any work that may involve debris removal.
- Work must be completed Monday through Saturday, from the hours of 8:30 a.m. to 5:00 p.m. No work may be performed on Sunday.
- Contractors must register with office each day upon arrival.

- **ALL DEBRIS OR CONSTRUCTION WASTE MUST BE CLEANED AND/OR REMOVED FROM ALL COMMON AREAS IMMEDIATELY.** This includes any and all materials that might drop from catwalks or balconies. No debris or construction materials may be placed in the garbage chutes or the garbage bins. All debris must be removed from the premises by the contractor. Failure to follow this rule will result in the contractor being removed from the premises.
- Contractors expecting to remove material and debris from a unit should be prepared to cover or otherwise protect the unit entry walkways from damage caused by carts or foot-traffic during the removal process.
- Any damage to any common area of the building done by an independent contractor will be repaired at the expense of the unit owner, and billed to them accordingly as allowed by the Oceana South Condominium II Articles of Incorporation.
- Deliveries: If materials are to be delivered to a unit, the contractor or owner must be on site to accept them and to supervise the delivery.
- ALL equipment and materials for a project must be transported in the Service Elevator ONLY. The Service Elevator is the SOUTH elevator. If the Resident Elevator comes when called, send it up or down and WAIT for the padded elevator car. Contractors violating this policy will be removed from the premises and damage charged to the unit owner.
- No contractor may use an Association luggage card or grocery cart for the transportation of material or equipment to a unit.
- Construction dumpsters for unit renovation are allowed only with prior board approval and are strictly limited to 5 days on property. A dumpster may only be placed in the northeast fire lane area, and only one dumpster is allowed at any time due to St. Lucie County Fire Codes.

- No portable power tools or stationary work tables may be set up on the walkways without the express written consent of the Association Manager. This policy is to ensure that, when such equipment is deemed necessary for the repair of a unit, said equipment does not block passage in violation of the St. Lucie County Fire Code, and does not cause damage to any common area.
- No dumping of cleaning water, solvent, or any other liquids or materials in or around the north pond or behind the maintenance sheds. This includes unused grout or other cement-based materials.
THERE ARE NO WATER/SINK FACILITIES ON THE PREMISES; ALL CLEANING OF TOOLS, BRUSHES, EQUIPMENT, ETC. MUST BE DONE IN THE UNIT OR OFF SITE.

RENOVATIONS/ADDITIONS/ALTERATIONS
Whenever a unit owner undertakes a significant renovation project, the owner must notify the office and check to see what procedures must be followed. As a general rule, the following projects must be approved by the Board of Directors:

West side Window Replacement
Entry door replacement
Sliding glass door replacement
Replace hurricane shutters
Replace balcony floor covering
Enclose/Replace kitchen terrace enclosure (end units)