

Renovation/Remodel

Section 1: Are you Considering a Renovation/Remodel?

Section 2: Application for Renovation/Remodel

Section 3: Remodel Spec Sheet

Section 4: Insurance Requirements

**Section 5: Owner/Contractor Guide for a Successful
Remodel**

Are You Considering a Renovation/Remodel?

Building A requires that all major renovations or remodels take place between April 1st and November 30st.

To avoid delays on your project a complete application must be submitted to Sunstate Management.

Your application must include the supporting documents outlined in the “Application for Modification/Remodel” form.

Once your application is submitted, the following will occur:

- 1. The Sunstate manager forwards your application to the chairperson of the Architectural Review Committee(ARC)**
- 2. The ARC reviews your application and votes to approve, disapprove, or seek more information about the project. If more information is requested then the additional information must be submitted prior to approval.**
- 3. The ARC forwards its findings and recommendation to the Board of Directors for its approval.**
- 4. Following Board approval and receipt of applicable City of Venice permits you will be notified that work may commence.**
- 5. The contractor is responsible to obtain permits, contact Sunstate to receive a temporary elevator entry code, and to be aware of all property rules as outlined in “Owner/Contractor Guide For a Successful Remodel”.**

Application for Renovation/Remodel

Unit Owner(s) _____

Unit Number _____

I(We) request the Waterfront Building A Condominium Association approval to permit the modification/remodel/renovation of our unit in accordance with Board rules and requirements. The following represents the scope of the project and the extent of our request:

- | | |
|--|--|
| <input type="checkbox"/> Complete Renovation/Remodel | <input type="checkbox"/> Partial Remodel |
| <input type="checkbox"/> Change of current floor plan | <input type="checkbox"/> Kitchen Renovation |
| <input type="checkbox"/> Flooring* | <input type="checkbox"/> Bathroom Renovation |
| <input type="checkbox"/> Exterior Doors* | <input type="checkbox"/> Mechanical or Electrical* |
| <input type="checkbox"/> Utilities change* | <input type="checkbox"/> Carpentry (wood trim) |
| <input type="checkbox"/> Floor Ceiling (Slab Penetration)* | |

Explanation and materials description:

***See attached "Remodel Spec Sheet"**

I/we understand that this application must provide sufficient information to allow the ARC and Board of Directors to assess the intended work and affect on common areas and other units. We agree to abide by the Association rules, City of Venice, and State codes.

Signatures below confirm that the unit owner and contractor agree to indemnify and hold the Association harmless for any damage to property or persons arising out of the work and /or any causes of action that arise from it.

Inspections or approvals by the Association do not alter, diminish, or eliminate the total responsibility and obligations of the owner and the contractor for the work and any damages or liabilities arising from it.

Unit Owner

_____ Date _____

Unit Owner

_____ Date _____

Contractor's Company/Name

License Number and Signature of Contractor: _____

_____ Date _____

Print Name and Title _____

Address _____

Phone number _____ **Email** _____

Project Permit number if required _____

I am including drawings, detailed plans, materials list, etc. Yes _____

Please send this completed form to: Lynn Lakel at Sunstate Management

PO Box 18809, Sarasota, FL 34276 Phone: 941-870-4920

Email: allapplications@sunstatemanagement.com

lynn@sunstatemanagement.com

Remodel Spec Sheet

***Door Replacements:** Contractor must be certified/authorized installer for the door manufacturer. Fire codes require that screen doors not impede direct access to the unit. When looking out of your unit, doors should swing to the right of the elevator if you are on the right, and to the left if your unit is on the left of the elevator. Roller screen doors may be installed on either side.

***Mechanical/Electrical Alterations:** You will need to supply mechanical and electrical plans, including calculations relating to changes in electrical loads.

***Flooring: (interior/exterior)** Exterior lanais are the responsibility of the Association. Interior: Indicate rooms and location on plans. Glue down wood floors are not allowed. Hardwood, engineered or laminate floors must be installed over a noise reduction 100% high density polyurethane underlayment that is also a moisture barrier. It must meet Sound Transmission Class(STC) 53 for a 6" concrete slab with no ceiling assembly below. The underlayment should have an antimicrobial treatment and pass Federal Flammability Standards DOC-FF-1-70. Glue may be used to install wood strips at tile to wood transitions.
Provide your flooring and underlayment spec sheet for all wood/tile remodels

***Utility Changes:** Movement of the utilities is generally not permitted. Any relocation requires an engineered plan. TV Cable should not be spliced.

***Floor/Ceiling Slabs:** Describe attachments, intrusions or penetrations in the floor/ceiling slabs and any other work related to structural or common elements. Show location on plans. Channeling is not allowed.

***Penetrators and Fasteners:** *All penetrating connectors and fasteners shall not interfere with reinforcing steel, piping, conduit, or other service items embedded in concrete elements. Location of each concrete fastener penetrating more than ¾ "into the floor shall first be verified by the drilling of a 1/8" diameter pilot hole. Any obstruction encountered will require relocation of the fastener or connector. Any penetrations or intrusions to adjacent units need the prior approval of the adjacent owner. There will be no modifications to or intrusions of any fire regulated walls.*

Insurance Requirements

No work shall commence until the contractor and/or sub-contractors have provided the Association Manager with the following insurance certificates with minimum limits indicated. These documents shall be signed and endorsed by the insurance agent responsible for maintaining the applicable coverage and submitted to the Association Manager.

Contractors involved in Structural Repairs/Remodel

Coverage Requirements: Public Liability Insurance (including completed operations), Property, Workers' Compensation Insurance, Automobile Liability: Minimum limit: \$1,000,000

Contractors involved in Non-Structural Repairs/Remodel

Public Liability Insurance (including completed operations), Property, Workers' Compensation Insurance, Automobile Liability: Minimum limit \$300,000.

Notwithstanding the above minimum amounts, no insurance coverage shall be less than the minimum required by Florida Law.

Inspections

The Association reserves the right to inspect work in progress and after completion. Association inspections do not relieve the owner and contractor from their exclusive responsibility to assure that the work is done in conformity with approved plans and specifications.

Any required City or State licenses, permits, and inspections are the responsibility of the owner/contractor.

Owner/Contractor Guide for a Successful Remodel

The unit owner undertaking a remodel should be aware of the following and relay this information to their contractor. Every effort should be made to get your remodel completed in the least disruptive way possible.

- **Remodeling or construction is allowed to begin no earlier than April 1 and must be completed or suspended by Nov. 30 of the same year.**
- **Work may not commence prior to 8:00am or continue beyond 5:00pm , Monday through Friday unless specific permission is given.**
- **48 hours notice must be given for water shut-off, fire alarm, or other safety system work.**
- **Association dumpsters are not to be used for demolition debris.**
- **The contractor with your assistance will need to obtain, from Sunstate, a temporary entry code to our building. Do not give your personal entry code to the contractor.**
- **The unit owner shall inform the caretaker or Sunstate of the intended use of the elevator and the need for padding.**
- **The elevator may not be used to transport materials over the weight limits of the elevator.**
- **The elevator must not be held open at any time. The elevator cannot be used for the exclusive use of the contractor.**
- **No material is to extend beyond the elevator cab ceiling.**

- *Any damage to the elevator or building must be immediately reported to Sunstate or to a member of the Board of Directors.*
- *All common area doors and gates are to remain closed and locked during the renovations.*
- *Unit entry doors and lanai doors must also remain closed to minimize noise impact on other units.*
- *Cutting or grinding of tile, wood, or other material must be confined to the remodel unit and is not permitted on lanais or walkways. Alternately, cutting may take place in the "car wash" area where there is a source of electricity and water.*
- *Materials may not be stored in common areas or on lanais.*
- *Every effort must be made to remove demolition debris with minimal impact on the common areas, adjacent units, elevator, and occupants.*
- *Landscape plantings must be protected if any action of the contractor could cause damage.*
- *Common elements need to be protected with floor covering and removed at the end of each day.*
- *Daily cleanup of hallways, stairs, common areas, doors, elevator, sidewalks, and parking lot is strictly enforced. Contractors cannot dump anything or clean their equipment in any drain or water retention area.*