



TORTUGAS DE MAR CONDOMINIUM ASSOCIATION RENOVATION OF OWNER UNIT POLICY

Purpose

To preserve the safety, health, well-being and property values of all owners at Tortugas de Mar. To protect the assets of the community and to promote a positive, cooperative community for all owners and provide a pathway for owners to improve and update their property.

Definition

For the purpose of this policy, the term “renovation” or “remodel” shall be defined as follows: Any structural modification to the interior of a unit, including but not limited to removal or relocation of walls, floors, bathroom, bathroom facilities, kitchen, kitchen facilities, windows, balconies, changes of flooring, plumbing, or removal of installed wall/floor coverings such as tile. It does not apply to painting, installation of fixtures such as lights or fans, replacement of cabinets, sinks, toilets, etc. that are installed in the existing location without modifications to the surrounding structure.

Procedures

1. Any owner who wishes to remodel/renovate the inside of their unit must fully complete the Request for Unit Renovation Form with all required attachments as described on the form.
Note: It is recommended (not required) to check the contractor’s rating with the Better Business Bureau and check references of recent local projects. It is also highly recommended that the owner is available to supervise the project.
2. The fully completed Request for Modification Form with all required attachments shall be submitted to the management company. The management company will forward to the Board for review.
3. Within 10 days of receipt of the fully completed Request, the owner will receive an email acknowledging receipt of a completed application and construction may begin.

4. Owner acknowledges and agrees to be completely responsible for the supervision of the project and financial responsibility for damages caused by the contractor to include but not limited to plumbing, building structure, drains, elevators or parking lot. The Owner shall ensure that the proper insurance is covered during the improvement and that the Association shall be named as additional loss insured. Owner agrees to abide by current County/City codes.
5. Contractor must provide license, insurance and their Certificate of Liability insurance document listing Tortugas De Mar as the additional insured.
6. **Owner is responsible to ensure that the contractor is aware of the following rules :**
 - A. Construction work is permitted only between 8 am to 6 pm, Monday through Friday. No construction may be performed on holidays or weekends without the prior approval of the Board.
 - B. Contractor must clean any debris in the Common areas by the end of each workday. Contractor may not dispose of trash/debris in Tortugas' trash area and all trash must be removed from the property. If a special dumpster is required, it must be noted in the Renovation Form and is limited to two weeks on the property.
 - C. Contractor must cover all drains to prevent debris from going down drains in construction areas.
 - D. Contractor cannot clean tools or equipment in a manner that allows the paint, grout, dry wall particles, glue, paste, caulking, etc. to enter any drain inside the unit or an external Tortugas's drain (e.g., parking lot drain).
 - E. Contractor and owner agree to intermittent site checks by a Board member.
 - F. All staging and construction must be done inside the unit. No work (such as tile cutting) is permitted on balconies or any Common area.
 - G. PODS or similar storage units (to store an owner's property during construction) are allowed up to 7 days only. If additional time is needed, the owner's property must be stored off-site.

Signature of the owner is required and indicates that both owner and contractor agree to the terms of this policy.

Owner's Name (Print)

Signature

Unit# _____ Date _____