

## Le Ciel Venetian Tower Rules and Regulations for Contractors, Deliveries, Service Providers and Trade Personnel

Updated March 2019

- No smoking allowed in the building or on the property.
  - **YOU MUST FOLLOW THE PARKING INSTRUCTIONS** given by security. Due to limited Space, only one vehicle per unit allowed on the property. Park only in North Lot or across the street.
  - **Work hours are Monday thru Friday from 8:00am to 5:00 pm. Contractors and tradespeople must be out of the building by 5:00 pm.** Any exceptions must be approved in advance by the Building Manager.
  - Deliveries are permitted from 8am to 5pm Monday through Friday. Deliveries are not permitted on weekends without prior Building Manager approval. The Front Desk staff should be notified at least one business day in advance for deliveries which require the use of wheeled devices (such as dollies or carts).
  - Proper permission is required from owner before entering the unit.
  - We have a WATER DETECTION SYSTEM. At the front desk you will be given photos of our disc sensors and our rope sensors. **You must not remove or discard of any sensors.** If you need to move them to conduct your work, you must return them to their original place upon completion. You will be asked to verify that you have done so when you sign out of the building. These sensors are valuable and if they are lost, the unit owner will be responsible for replacement.
  - Enter the building through the **SERVICE ENTRANCE** only.
  - All vendors must **sign in and out** with security.
  - Materials and Supplies must be unloaded at the service entrance.
  - All vendors must use the SERVICE ELEVATOR. NO Carts in Resident Elevators.
  - All vendors are responsible for cleaning any debris left in the elevator, hallways, garage, etc..
  - Hallway carpets must be protected, and shoes must be clean. Provide your own shoe covers if necessary.
  - If required, check with Security or Office for restroom facilities for contractors and tradespeople.
  - DO NOT pour grout, paint, mud, etc.... down any drains.
  - Remove your debris away from the building daily.
  - Vendors may **NOT use grocery or luggage carts.** Vendor carts are available.
  - Before cutting drywall, plans should be reviewed in advance by the Building Manager.
  - Smoke detectors and alarm system speakers CANNOT be disconnected and should be protected at all times. See the Building Manager with any questions.
  - **Before any concrete cutting or drilling is allowed**, an xray must be taken. This is a post-tension building.
  - **Contractors must give 48 hours' notice to Manager or Front Desk if they will be making excessive noise!**
- NO EXCEPTIONS!**
- All contractors will use a Floor Scraping Machine to remove tile, including Lanais!
  - All Contractors and their employees are **REQUIRED** to wear their **IDENTIFICATION LANDYARDS** while working throughout the Building!

Le Ciel Venetian Tower

Revised June 2018

## Application for Unit Remodeling

### Introduction

Unit remodeling, particularly on a major scale, impacts the common elements and a large expanse of neighboring units. This guide and application explain the rules, policies and procedures governing remodeling and renovations. These requirements are not designed as an impediment to remodeling efforts; they are intended to make the construction process as uneventful as possible for you, your neighbors and contractors.

### Management's Responsibility

The Board of Directors is required by the Condominium documents to approve material alterations or substantial additions in units. The Building Manager has been delegated by the Board the responsibility of reviewing the applications for remodeling and supporting documentation.

### Owner' Responsibility

1. Complete the attached remodeling Application.
2. Submit a scope of work statement and drawings for the project with the application. Submit specifications for the floor underlayment, the shower pan system, and exterior glass, where relevant.
3. Review the attached Le Ciel Venetian Tower Remodeling and Upgrade Rules and sign to acknowledge understanding and commitment to adherence for the life of the project.

### Contractor Responsibility

1. Submit certificates of insurance for liability and workman's compensation as per the rules
2. Work certificates/licenses for Collier County
3. Review the attached Le Ciel Venetian Tower Remodeling and Upgrade Rules and sign to acknowledge understanding and commitment to adherence for the life of the project. Obtain enough copies for all subcontractors.
4. Submit a building permit and scope of work prior to commencement of work
5. A complete list of all subcontractors to be working on the premises, with corresponding insurance certificates.
6. Meet with the Building Manager prior to the commencement of work.
7. Use every means to minimize noise, including the use of F.R.E.D. or similar tile removal machine for large areas to reduce jackhammering.

**Le Ciel Venetian Tower**  
**Remodeling and Upgrades Application**

I (we) request LE Ciel Venetian Tower approval for the remodeling of unit number \_\_\_\_\_ in compliance with the Association's Condominium Documents and Rules and Regulations relating to Remodeling.

I (we) agree to abide by the Association's Remodeling and Upgrade Rules, the City of Naples' Codes, all applicable provisions of the Florida Condominium Act and any other requirements that the Board of Directors or Building Manager may deem necessary.

I (we) understand that this application must provide enough information in the form of the scope of work, design drawings and material specifications to allow the Building Manager to evaluate the work and its impact on the common areas and neighboring units.

The contractor agrees to defend, indemnify and hold the Association and its' members harmless for any damage to property or injury to persons arising out of the work and obtain appropriate insurance to satisfy these obligations with minimum limits as set forth in Le Ciel Venetian Tower guide for unit remodeling. Inspections of the work by the Association's staff shall not constitute a waiver of the responsibility of the contractor for the safety of the work and for damages or injuries arising from it.

Unit Owner \_\_\_\_\_ Date \_\_\_\_\_

Unit Owner \_\_\_\_\_ Date \_\_\_\_\_

Contractor \_\_\_\_\_ Date \_\_\_\_\_

Approved:

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Board Member, Le Ciel Venetian Tower

## **Le Ciel Venetian Tower Remodeling and Upgrades to Units Rules Updated March 2020**

These Rules are in addition to the Declaration of Condominium for Le Ciel Venetian Tower, section 15.

Because of the Disruption that construction work, maintenance, decorating and delivery activities have on the residents, and the wear and tear caused to the property, these rules will be strictly enforced.

Any significant or repeated violation of the rules may result in a shutdown of the work.

Remodeling and Upgrades to units, Balconies, terraces and roof decks on behalf of owners is permitted only between May 1 – October 31 of any year. Contractors performing remodeling and upgrades may work Monday through Friday from 8am to 5pm. Contractors must be out of the building by 5pm. Any exceptions must be approved in advance by the Building Manager.

### Approval of Plans and work

- At least 2 months prior to the commencement of work, the Remodeling Application (attached) should be completed and signed by the unit owner and the contractor and given to the Building Manager. This application should be accompanied by the renovation plans and scope, a detailed list of all modifications being made, the architectural plans, and the renovation timeline.
- The renovation plans must be approved by the Building Manager and the Board of Directors prior to the commencement of any work.
- The Building Manager will agree key milestones for periodic inspection by the Building Manager or his representatives to verify compliance with all plans and rules.
- If the manager needs support of an engineer or architect due to complexity of upgrades, this will be done at owners' expense. If the renovation includes work to the exterior window curtain wall, or enclosing one or more lanais, this review of the plans and inspection of the work by a qualified engineer is mandatory.
- At the conclusion of the work, the final floor plans must be given to the office in CAD and PDF digital form.

### Insurance

- General Contractors and/or Subcontractors must provide a certificate of Liability Insurance for a minimum of \$1 Million
- General Contractors and/or Subcontractors must provide evidence of Workman's Compensation Insurance for a minimum of \$500,000.
- Both certificates must name Le Ciel Venetian Tower as a certificate holder.

### Floors and Ceilings

- If any modifications are being made in any way to the floors or the ceiling, an x ray must be done of all the floors and the ceilings, including the lanais. This is a post tension deck structure. Contractors will be responsible for all damage.
- **All new flooring** must have an underlayment of Pro RCU250 or Pro Flex 90msc, or equivalent. Prior to installation, the specifications for the underlayment are to be submitted to the Building Manager for approval. Tile or marble is to be laid no closer than ¼ inch from the walls. Th Building Manager will inspect the underlayment prior to covering with the flooring.

Revised June 2018

## Common Area Protection

- The Hallway from the service elevator to the unit in which work is being performed must be protected by ramp boards provided by the contractor. The ramp board must be taped down evenly on the carpet to protect from becoming a tripping hazard. The runners may be put down 8am Monday morning of the work week and picked up by the last workday that week. Runners must be stored in the unit under construction
- No tile cutting or sawing are permitted in the hallways or stairwells. If the noise from these activities becomes excessive, the Building Manager will require sawing and cutting to be performed in the south parking lot.

## Windows

- Any exterior glass being replaced, added or changed must be the approved glass manufactured to maintain color uniformity.
- All window solar film must be approved by the Building Manager PRIOR to installation to maintain color uniformity

## Common Pipes and Drains

- No Common Sanitary Drainpipes can be cut, relocated, or altered in any way without the prior approval of the Building Manager. The scope of work must clearly state the intention to cut, relocate, or alter the Common Sanitary Drainpipe(s) when requesting approval.
- Any open walls or ceiling should be inspected by the Building Manager to see if any common pipes need to be repaired or replaced (at the Building's expense).
- All shower base and pan installations must be approved by the Building Manager prior to installation.

## Debris and Dumpsters

- If your work requires a dumpster, approval for the placement, as well as the drop off and removal schedule must be obtained **IN ADVANCE** from the Building Manager.
- Contractors are NOT allowed to dispose of any debris in our disposal system. All debris must be taken away from the building.

## Water Detection System

- We have a Water Detection System installed in every unit. You will be shown photos of the sensors (disc and rope) by the front desk. You must not remove nor discard of any sensors. If you need to move them to conduct your work, you must return them to their original place upon completion. You will be asked to verify that you have done so when you sign out of the building.

**LE CIEL VENETIAN TOWER**  
**RULES & REGULATIONS**  
For CONTRACTORS, DELIVERIES, SERVICE PROVIDERS  
AND TRADE PERSONNEL

**ENFORCEMENT of RULES & REGULATIONS**

Because of the disruption that construction work, maintenance, decorating and delivery activities have on the residents of VENETIAN TOWER and the wear and tear caused to the property, these rules will be strictly enforced.

*ANY SIGNIFICANT OR REPEATED VIOLATION OF THE RULES WILL RESULT IN A SHUTDOWN OF THE WORK.*

VENETIAN TOWER Manager and maintenance staff will periodically inspect the working areas involved in unit construction to ensure compliance. You may obtain copies of these rules at the front desk. They are available in English and Spanish.

**PRE-CONSTRUCTION REQUIREMENTS FOR BUILDING ENTRY**

Prior to the commencement of any remodeling work in a residential unit, an Application for Remodeling must be approved by the Building Manager and BOD. No application is required for painting, wallpapering or carpeting; however, the Building Manager should be contacted at least five days in advance for scheduling purposes. No entry to the building will be permitted unless you have met with the Manager and your project approved.

**SMOKING**

VENETIAN TOWER is a nonsmoking building, no Contractors, Delivery Drivers or Service Providers will be allowed to smoke on VENETIAN TOWER property. One warning will be issued if caught a second time you will be asked to vacate the property.

**TIME AND NOISE LIMITATIONS**

Working hours are 8:00am to 5:00pm Monday through Friday. Other than for emergencies, work is not permitted on weekends and national holidays. No contractors, trades people, service

providers or delivery personnel are permitted in VENETIAN TOWER during the week of Thanksgiving or the week prior to or immediately following Christmas Day. Certain aspects of remodeling, including demolition, as detailed below cannot take place from November 1 to April 30th. The following tools will not be permitted to be used during this time:

- Chipping hammers or tile removal equipment of any kind.
- Saws, including oscillating saws, reciprocating saws, chop saws, table saws, tile saws, and any other loud cutting equipment.
- Ramset fasteners and nail guns.
- Angle grinders, concrete or masonry grinders, and any other loud grinding equipment.
- Hammer drills and concrete drilling equipment.

Painting, wallpapering, carpet replacement, and other quiet work can be allowed during this time with the Manager's approval.

The Manager must be informed forty-eight hours in advance of any jack-hammering and other activities resulting in extended structural-borne noise. If the manager finds the noise level too excessive, those activities will be stopped and may be resumed only with permission and under the conditions imposed by the Manager. No jackhammering may begin before 9:00am and must cease by 4:00pm. Early shut down of work on Fridays is encouraged.

## INTERIOR PAINTING

ONLY Waterbase paint will be used on all surfaces in units, this includes walls, ceilings, trim & doors. You must ventilate unit with fan to the outside! No oil base paint allowed in building

## Plumbing

**After a demolition plumbing must be inspected by a Licensed Plumber chosen by Manager at owners' expense!**

## ENTRY TO BUILDING

To gain access to the building, contact the front door staff by using the communication system at the service entry door located at the North side of the building. The front door staff will admit the workers, all of whom must individually sign in and out at the front desk on a daily basis. Workers will be given VISITOR PASSES and shoe covers that are to be worn in the

service elevator and hallways. The shoe covers are not to be worn outside.

## HALLWAY CARPET PROTECTION

Hallways from the service elevator to the unit in which work is being performed must be protected by runners provided by the building. The runners must rest evenly on the carpet to protect from becoming a tripping hazard. The runners may be put down 8am Monday morning of the work week and picked up by the end of your last workday that week. Runners must be stored in the unit under construction.

## DELIVERIES

Deliveries are permitted from 8:00am to 5:00pm Monday through Friday. Deliveries are not permitted on weekends without Managers approval. The front desk staff must be notified at least one business day in advance for deliveries that require the use of wheeled devices (such as dollies or carts. Delivery personnel must wear shoe covers in the building.

Emergency services and deliveries must be approved by Management if after hours, on weekends, or holidays. No deliveries or delivery personnel are permitted in Venetian Tower during the week of Thanksgiving or the week prior to or immediately following Christmas Day.

## SERVICE ELEVATOR

Use only the service elevator. The passenger elevators are for the use of residents and their guests. Do not overload the service elevator.

## COMMON SANITARY DRAINPIPES

No Common Sanitary Drainpipes can be cut, relocated, or altered in any way without the approval of the Manager. The Scope of Work must clearly state the intention to cut, relocate, or alter the Common Sanitary Drainpipe(s) when requesting approval.

## TILE CUTTING AND SAWING

No tile cutting, and sawing are permitted in the hallways, stairwells or balconies. If the noise from these activities becomes excessive, the Manager will require sawing and cutting to be performed in the South parkinglot.



## HARD SURFACE FLOORING

Removal of any hard surface flooring will mandate the use of the F.R.E.D. or similar tile removal machine for large areas. This is mandatory for marble and tile.

Hard surface flooring underlayment consisting of “Pro” RCU250 or Proflex 90, or equivalent, reinforced membrane must be installed. Prior to installation, the specifications for the underlayment are to be submitted to the Manager for approval. Tile or marble is to be laid no closer than 1/4 inch from the walls.

## SHOWER BASES AND PAN

All shower base and pan installations must be approved by the Manager prior to installation.

## WINDOW SOLAR FILM

All window solar film must be approved by the Manager PRIOR to installation to maintain color uniformity and compliance with the Association’s Declarations.

## X-RAYING

All Contractors must x-ray floors, ceilings and lanais before proceeding with any Drilling, Chipping or law Cutting. This is a Post Tension Deck Structure. Contractor will be responsible for all damage.

## WATER DETECTION SYSTEM

The Contractor is responsible for putting all Water Sensors back in their original place upon completion of the project. This will be at Contractors expense. Do not remove or discord any sensors.

## NORTH PARKING LOT

All workers’ vehicles are to be parked at the North parking lot or across the street. Dumpsters are to be placed in the designated Northwest corner of the North parking lot and shall be covered at the end of the day. Do not block access to the garbage containers located for pickup at the Southern end of the lot.

### SERVICE PROVIDERS:

Insurance certificates with minimum liability insurance of \$ 1m/2m and minimum workers compensation of \$500,000 must be provided with Venetian Tower Condominium Association, Inc. of Naples as certificate holder. These certificates must be provided by all contractors and sub-contractors prior to work beginning in the building. A form is provided listing the common subcontractors used for the General Contractor to complete prior to beginning of project (see attached).

All contractors engaged in the construction industry, non-construction industry employers that employ four or more employees, handymen and corporate service providers who do not provide services to the Association members on a contractual basis (i.e. telephone, cable, electronic, etc.) must have Florida worker's compensation insurance in the amount of \$500,000. The general contractor cannot be work comp exempt.

### VENETIAN TOWER EQUIPMENT

Do not use VENETIAN TOWER equipment or tools. This includes the grocery and luggage carts, which are for the exclusive use of the residents and are not to be removed from the building.

### CONCLUSION OF WORKDAY

Remove all debris from hallways, service elevator, first level garage and parking lot. DO NOT use VENETIAN TOWER dumpsters. All workers must sign out at the front desk.

Kevin O'Brien

Building Manager

**Le Ciel Venetian Tower Condominium Association**

(239)201-0216

lcvtmanager@gmail.com

I have read and agree to abide by the Rules set forth above.

Contractor \_\_\_\_\_ Date \_\_\_\_\_