

***Empress Condominium Association  
Remodel Application and Agreement  
For Unit Owners and Contractors***

***Introduction***

Presented below is the Empress Remodel Application, which must be completed and thoroughly understood by you as the Contractor. Once reviewed and approved by the owner, it should be presented to the Property Manager and ultimately to the Board of Directors for their approval. Please note that the application and its contents should not be shared with other unit owners or contractors.

It is imperative that you carefully read and initial each page of the application, sign the agreement, and acknowledge your understanding of its contents. Adherence to the Rules and Regulations outlined herein is the shared responsibility of both the Contractor and the Unit Owner.

We trust that you will carefully review, understand, and adhere to the Empress Remodel Application and Agreement. Your commitment to these requirements ensures a successful and harmonious remodeling experience for all parties involved.

*Please remember, neither the Property Manager nor the Board of Directors is your Project Manager. It is your responsibility to ensure that all paperwork, permits, etc. are completed in a timely manner.*

If you have any questions or require further clarification, please do not hesitate to contact us. We appreciate your cooperation in this matter.

***Empress Board of Directors***

***Empress Condominium Association***

***9600 S. Ocean Drive***

***Jensen Beach, FL 34957***

***(772) 229-3003***

***empresscondo@gmail.com***

***www.empresscondo.org***

## 1. What the Contractor needs to know.

- The following rules apply to both independent contractors and Do It Yourself contractors. **NO exceptions.**
- Working hours: Monday through Thursday: 8:00AM to 4:30PM; Fridays 8:00AM to 3:30PM. No work permitted on weekends or holidays. **No deliveries after 3:30PM on any workday.**
- CONTRACTOR Hours:
  - Sunday: Closed
  - Monday: 8:00AM to 4:30PM
  - Tuesday: 8:00AM to 4:30PM
  - Wednesday: 8:00AM to 4:30PM
  - Thursday: 8:00AM to 4:30PM
  - Friday: 8:00AM to **3:30PM**
  - Saturday: Closed
  - ALL Holidays: Closed
- All contractors **must** sign in and out every day at the front office.
- The Empress building at 9600 S. Ocean Drive is NOT of a pre or post tension concrete construction.
- Absolutely NO concrete drilling or excavations are permitted in the slabs or walls. There are supply and wastewater lines embedded in the concrete and their locations, for the most part, are unknown.
- **All personnel, supplies, tools and debris delivery and removal must be done via the North Elevator only.** Elevator size is 49” deep, 74” wide and 108” high.
- The contractor and unit owner will be held solely responsible for any damage caused to Common Areas, other units, catwalks, or balconies. It is their responsibility to fully repair, pay for repairs and restore damage to the original condition. If necessary, the contractor may be required to arrange and pay for resident relocation.
- Keys for unit entry are available at the office. The keys **MUST** be returned to the office at the end of the workday even if a return trip to the Empress that day is required. Refer below for associated fines for failure to return keys.
- ***No work, assembly, cutting, painting etc. is allowed on the catwalks, balconies, or Maintenance Office area. This work should be done in the interior of the unit being renovated or off premises if possible.***

Contractor Initial \_\_\_\_\_

\_\_\_\_\_ Owner Initial

- No Contractor or Unit Owner shall deposit construction debris or cardboard packaging or old furniture and fixtures in or near the condominium dumpsters or Maintenance office. **THIS INCLUDES DIY CONTRACTORS.**
- 1. ***Contractors are required to utilize protective coverings for fire sprinklers and smoke alarms within the units to prevent tampering or damage from debris, which may inadvertently trigger the sprinkler system or fire alarm.***  
In the event of such an occurrence, the owner will assume responsibility for any fines, fees or invoices associated with the activation of the alarm or sprinklers. This encompasses damage sustained by nearby units and any harm caused to the sprinkler heads within the unit. If you require assistance in securing the appropriate coverings for these devices, please reach out to ***Pye Barker dba Total LifeSafety at (772) 334-0577.***
- Under no circumstances can any fire/smoke detectors, sprinkler heads be painted. Likewise, the annunciators by the front door (red) in the unit must not be painted. If any of the above are painted, please reach out to ***Pye Barker dba Total LifeSafety at (772) 334-0577.***
- Electrical Service: Stacks 2 to 8 have 125-amp service, stacks 1 and 9 have 200-amp service except for 309. This may limit some types of appliance installation such as tankless water heaters.
- The contractor MUST cap all water supply lines on the day of demolition. The main water valves are notorious for leaking. No standing water is permitted in the demoed unit.
- Contractors are not permitted to use any Empress amenities or property.
- Paint clean-up is not to be done outside. It must be done within the unit.
- Parking is permitted only along the south parking lot area marked “Maintenance Vehicle”.
- Special events such as dumpster drop off, please coordinate with the Property Manager.
- Loading/unloading: **Please consult with the Property Manager for appropriate loading/unloading areas.**
- Contractor personnel are expected to behave and speak in a polite and courteous manner. Complaints to the Property Manager by owners and/or renters could lead to the contractor being denied access to Empress property.

## 2. What the Unit owner needs to know.

Contractor Initial \_\_\_\_\_

\_\_\_\_\_ Owner Initial

- Everything the contractor needs to know!
- The unit owner is responsible for their contractor and contract obedience to the Rules and Regulations of the condominium.
- Unit owners that are acting as their own contractor (DIYers) MUST abide to all the provisions of this application. **NO EXCEPTIONS.**
- Owners will ensure that the elevators, catwalks, lobby, sidewalks, and parking lot are clean and free of construction debris by 5:00PM (3:30 on Fridays). Empress Maintenance personnel are **NOT** available for this task.
- Give the Contractor your gate code. Keep your cell phone with you so you can provide entry to the front gate. DO NOT expect The Property Manager or Maintenance personal to open the gate.

**3. Checklist (check all that apply)**

- Are any kitchen, bathroom or wet bar cabinets being removed or replaced?
- Is any drywall being removed or replaced?
- Are any electrical items being updated, replaced, or moved?
- Is any plumbing being updated, replaced, or moved?
- Is any flooring being updated, removed, or replaced? If yes, Attach specs and data to Backup Documentation section?
- Are any windows, sliders, hurricane shutters, or front door being updated or replaced?
- Any alterations to the fire sprinkler system?
- As per St. Lucie County – if you remove drywall from around the sprinkler heads, it requires an Alteration Permit.

**4. Description of remodel**

- The contractor must provide a written description of the work to be accomplished. Please use an additional sheet if needed.

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**5. Drawings**

Contractor Initial \_\_\_\_\_

\_\_\_\_\_ Owner Initial

- Attached in Appendix B are representative drawings of your unit. Select the appropriate stack. Indicate on that drawing where the work is to be done.
- Contractor and/or engineer drawings showing details and dimensions of the work being done are required for both the Association and for SLC permits. Include those here also. **No drawings, no approval.**
- After the contract is complete, “as built” drawings are also required for the files.

**6. Schedule:** To reduce elevator load and inconvenience to our owners, please list below the date of high elevator usage, e.g., demolition, material movement and appliance/furniture movement, either in or out.

**Conflicts shall be sorted out contractor to contractor!**

<u>Description</u>	<u>Date</u>	<u>Time (begin)</u>	<u>Time (end)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**7. Licenses and Insurance**

- Provide contractor licenses and insurance. The minimum required insurance is Liability and Workman’s Comp.

**8. Backup documentation**

- Flooring underlayment as follows:
  - o Ceramic/stone: IIC rating of 70 or greater, or STC rating of 67 or greater
  - o Vinyl: IIC rating of 70 or greater, or STC rating of 67 or greater
  - o Wood/wood laminate; IIC rating of 74 or greater, or STC rating of 73 or greater
- Provide Flooring specifications, drawings if appropriate.
- Provide underlayment specs.
- Underlayment is NOT required for units 101, 102, 103, 104, 205,306, 307, 308, and 309.

Contractor Initial \_\_\_\_\_

\_\_\_\_\_ Owner Initial

### 9.1 Recent State mandates

- Windows and sliders must be gray tinted only and Turtle compliant.
- All front doors MUST contain a “peep hole”.
- All front doors MUST be outfitted with 1-inch dead bolts.
- All sliders and windows must be lockable.

### 9. Permits

- Attach permits to Appendix A. Also, a copy of the permits must be available at the job site.

### 10. Fees: The contractor will pay the Empress a security deposit. Charges will be made against the deposit for damage to common areas and the time utilized by Empress maintenance personnel in cleanup or elevator control.

- \$500 refundable deposit for each box checked above (#3).
- \$100 fine for key not returned by end of workday.
- \$75 per hour of maintenance personnel time.
- Violation of any part of this Agreement (TBD).
- Note: If the deposit is exhausted, the Property Manager shall charge any further costs by invoicing the unit owner.

### 11. Summary sheet: This sheet is to be separated and available in the unit owner’s folder in the Property Manager’s office for easy retrieval by board members and maintenance personnel for 24/7 emergency use.

- Owner name, address, email address and telephone number
- Contractor project manager name, address, email address and telephone number
- Check if key disbursement is approved.

### Key Disbursement approval

Contractor Initial \_\_\_\_\_

\_\_\_\_\_ Owner Initial

\_\_\_\_\_ Date \_\_\_\_\_ UNIT # \_\_\_\_\_  
**Unit Owner**

\_\_\_\_\_  
**Phone number**

\_\_\_\_\_  
**Email**

\_\_\_\_\_ Date \_\_\_\_\_

**Contractor**

\_\_\_\_\_  
**Phone number**

\_\_\_\_\_  
**Email**

**Now that the application is complete, please arrange a meeting with the property manager to discuss the remodel.**

**Approved**

**Building Manager** \_\_\_\_\_

**BOD** \_\_\_\_\_

**Date** \_\_\_\_\_

Contractor Initial \_\_\_\_\_

\_\_\_\_\_ Owner Initial

## ***Appendix A***

***Following this page, insert license, insurance, back-up documentation and permit documents.***

Contractor Initial \_\_\_\_\_

\_\_\_\_\_ Owner Initial



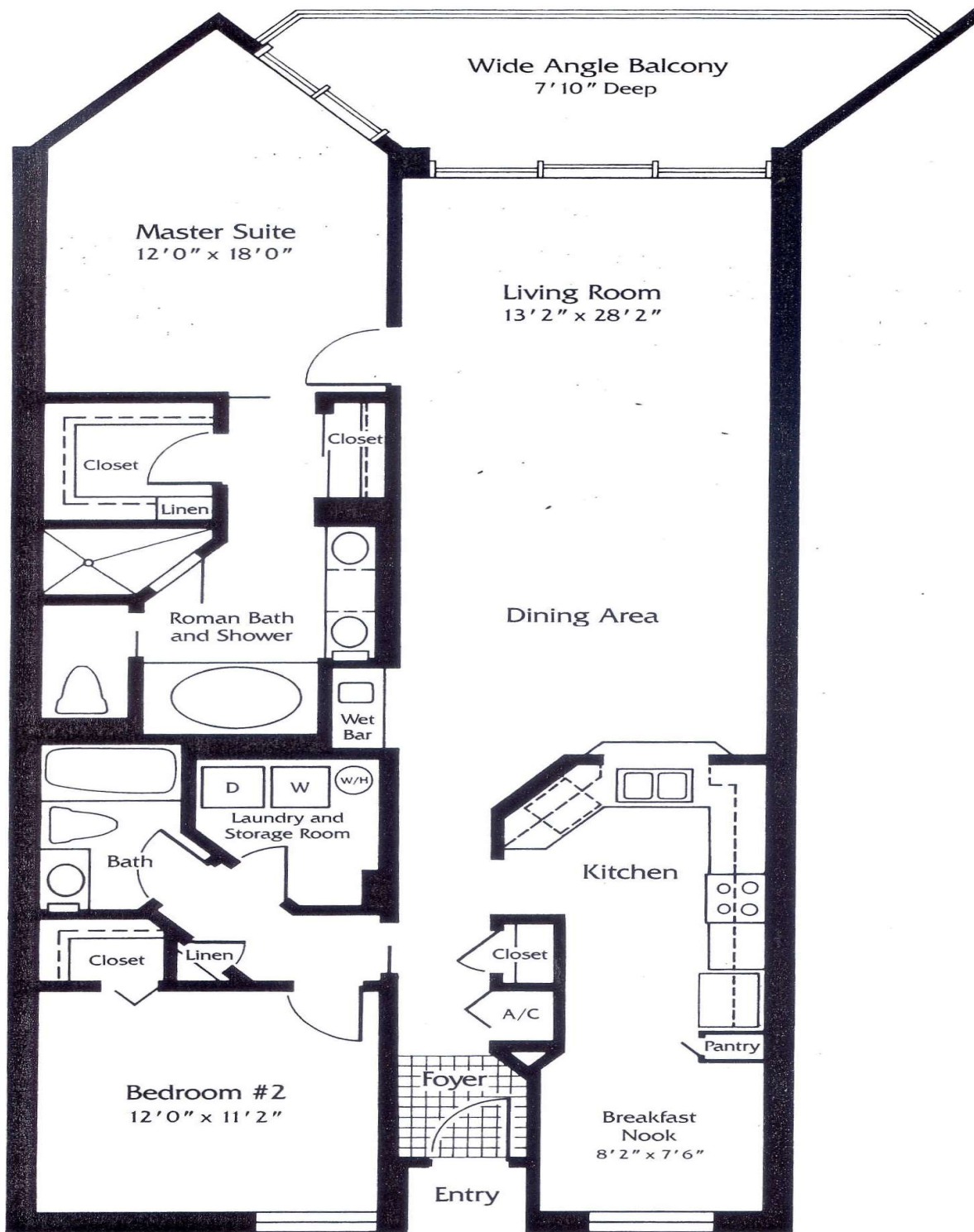
## ***Appendix B***

***Representative Unit Drawings***  
***Pick the applicable stack.***

Contractor Initial \_\_\_\_\_

\_\_\_\_\_ Owner Initial



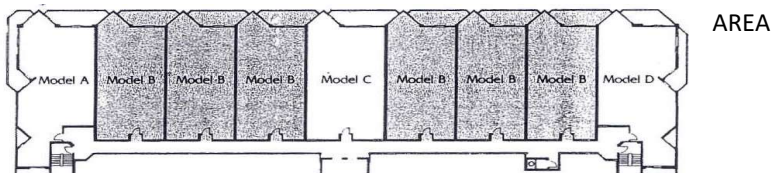


**Model B**

1,404 SQ. FT. LIVING AREA

— 128 SQ. FT. BALCONY —

1,532 SQ. FT. TOTAL



Contractor Initial \_\_\_\_\_

\_\_\_\_\_ Owner Initial

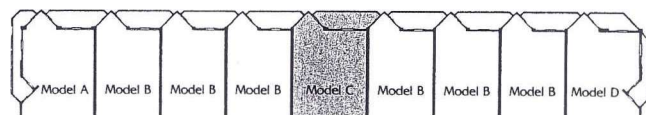


Ceilings are

7' Entrance  
 3' Kitchen  
 3' Bathroom  
 8' LR, Dining  
 3' BD's

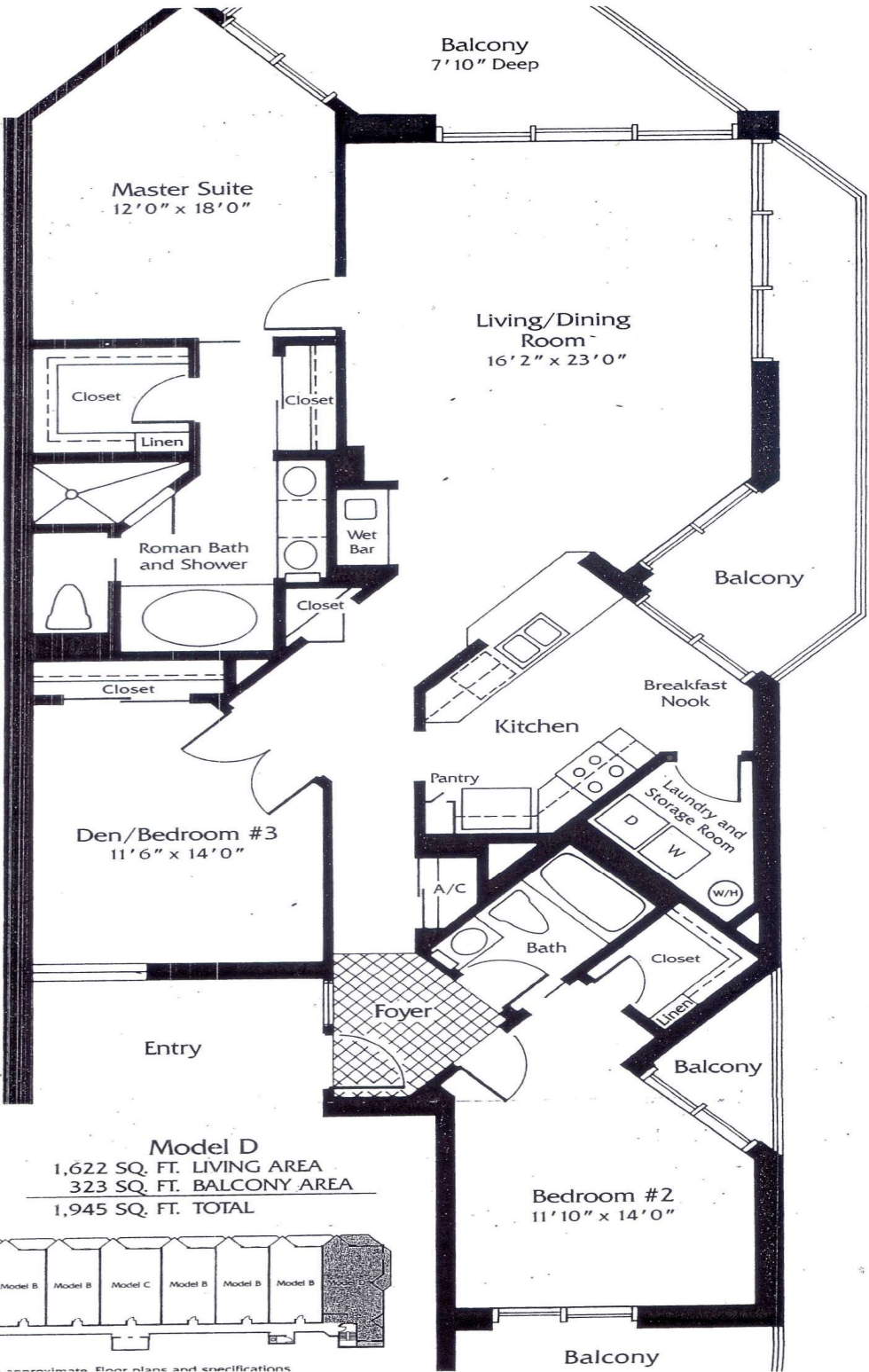
Model C

1,583 SQ. FT. LIVING AREA  
 176 SQ. FT. BALCONY AREA  
 1,759 SQ. FT. TOTAL



Contractor Initial \_\_\_\_\_

Owner Initial \_\_\_\_\_



Contractor Initial \_\_\_\_\_

Owner Initial \_\_\_\_\_