

CARLTON PALMS CONDOMINIUM ASSOCIATION INC

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CARLTON PALMS CONSTRUCTUION RULES & REGULATIONS REVISED 8-21-2019

We all know that living in a condominium involves an interdependence and requirement for mutual respect and consideration for the other unit owners and occupants. It is in this context the Board of Directors addresses this letter to you.

It is important for every owner, resident, and contractor to understand the two walls on either side of the window are support walls that hold the unit's window and air conditioner unit to the cantilever supports bolted to the concrete floor slabs between the units above and ultimately the roof. This provides the structural integrity of the exterior wall for hurricane force winds. The two protruding walls cannot be altered in any fashion except to change the color of paint.

Garbage disposals cannot be installed in any residential unit as the sewer pipes were not designed to provide for disposal of food debris, any plumbing backup traced to a unit with a disposal, the repair bill for all units affected by said blockage will be the responsibility of the unit owner with the disposal.

At the August 21, 2019 Board of Directors meeting, the board of directors passed unanimously a thousand dollar (\$1000) **refundable** deposit to be paid to the Carlton Palms Condominium Association before any remodeling or renovations of a unit can begin. Re-carpeting and painting do not fall under the above category. The deposit is ultimately the owner's responsibility but can be deposited by their contractor. This deposit is to insure that there is no damage to the common elements after the work is completed. Recently, numerous renovations and reconstructions have occurred at Carlton Palms. While we are happy to see the improvements to our properties to the betterment of all, sometimes our contractors and subcontractors fail to understand the necessity of respecting the rights and comfort of our neighbors. It is incumbent upon the owner engaging in such work to make sure that they understand the rules and make sure their workers understand the rules and exercise basic common sense. Therefore, the following rules will go into effect immediately.

1. Unit owners must notify the management company and the Carlton Palms Board of Directors when they are planning to make any alterations to the interior or exterior of their unit. In the notification, the unit owner is required to give a detailed scope of the work, the names and contact information for the contractors, along with a copy of the contractor's license and proof of insurance including workman compensation insurance. Any work other than **one day's** labor will require the owner to have his contractor sign a receipt of the Carlton Palms Rules & Regulations and furnish a copy of said receipt to the association office for the unit's official folder.

2. Hours for construction shall be no earlier than 7:30 a.m. and no later than 5:30 p.m. Monday through Friday. Start of work on Saturday shall be 9:00 a.m. and end no later than 5:30 p.m... No construction work will be permitted on Sunday. Construction work is defined as any noise related activity.
3. Workers must line, with paper or plastic runners, the hallways from unit door to elevator and stairwells they will be using during their work. All bathroom and kitchen air vents must be sealed with plastic or paper during the demolition stage to prevent sheetrock and concrete dust migrating into the adjacent units. Workers must wear shoe booties when leaving a unit with construction debris to prevent damage to the common area carpets. Workers must notify the management company when they bring in or take out any construction materials or equipment in the elevator. The elevator shall be loaded in a balanced manner. An elevator loaded to one side (even half of maximum capacity) can derail the car. When moving long or tall items, pay attention to overhead light diffusers (acrylic shield) – they break easily. The cost of repairing any damage to the walls, flooring, elevators or stairwells will be the responsibility of the unit owner/contractor and will be deducted from the \$1000.00 construction deposit. If damage exceeds the amount of the deposit, the owner is responsible for the balance.
4. Unit owners may provide restroom facilities within their units, if it is a studio and the toilet is being replaced, the workers may use the lobby restroom while toilet is not in place. Remember workers must use **shoe booties** when they leave a unit to prevent carrying sheetrock or concrete dust onto the common area carpets.
5. Workers shall not leave debris and construction materials in the halls, under the stairs in the stairwell or at the exterior of the building. No construction debris can be put down the garbage chute. This is a safety issue as well as an annoyance.
6. Workers must clean up after the day's work to minimize the dust and dirt that can be tracked into your neighbors' units. **Owners are responsible for daily cleanup of the common areas including elevators and stairwell that become dirty due to construction within their unit.**
7. The location of any construction dumpster is to be coordinated with the management office. All dumpsters must be covered with a tarp. **Workers must not use the association dumpsters to dispose of construction debris.** The Association dumpsters are for household waste only and the association is billed on that basis. The Association is charged extra for construction debris in the household waste dumpster. The extra charge will be billed to the unit owners/contractors involved.

Remember Carlton Palms has 40 surveillance cameras distributed both inside and exterior of the complex.

8. The scheduled date for turning the water off to the building in order to do plumbing modifications or repairs is on the second Tuesday of every month providing it does not fall on a holiday. Please notify the association office no later the first week of the month.
9. Please inform all workers to use the exterior designated location for cleaning their tools. The workers and/or their contractor will be responsible for removing any construction material splatter on the brick, doors and driveways.
10. For the protection of all Carlton Palms unit owners, please be sure to get a **Release of Lien form** signed by your contractor when you give your final payment and provide the Management Company with a copy for your unit file. If this is not done, and the contractor later files a lien on the property, all sale units in the process of closing could be held up indefinitely.
11. Violation of any of the above rules and regulations could result in a fine to the unit owner. The Association reserves the right to inspect the unit during renovation at any time to insure the rules are being followed.
12. All future purchasers will be required to sign a copy of this document and have it witnessed at closing.

If you have any questions about the above issues and rules, the Management Company is available to answer them for you.

Approved by the Carlton Palms Board of Directors on: Wednesday, July 8, 2005 and revised at the August 21, 2019 Board of Directors Meeting.

Witness _____ date _____

Owner (s)
date

Witness _____ date _____

Contractor (s)	Buyer (s)	date
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