

Key Towers South Owners Association, Inc.

1750 Ben Franklin Drive, Sarasota, FL 34236

Office 941-388-3541

Do Not Return Any Forms by Email

KTS Condominium Renovation Application
4/24 PLS Prepared for KTS Unit Owners
Prepared by: KTS Board Building Committee

KTS CONDOMINIUM RENOVATION APPLICATION

Note: If you are viewing these forms online, (www.KTScondo.com) you are required to print out all 24 application pages ONE SIDE ONLY and FULLY complete each one of them separately.

**** Completed Application Submittals by Email, Fax, and US mail are Not Permitted. ****

Introduction:

The purpose of this document is to provide owners with a Condominium Renovation Application and to define what is required and what is recommended for a renovation of a Key Towers South condominium. The forms inside the application have been constructed from years of KTS projects.

A Renovation Application is required to initiate all unit alterations regardless of size. The City of Sarasota Building Department **DOES NOT allow OWNERS to do their own work on their unit which requires a building permit.** Permits are required for work that is more than \$1000.

Prior to the owner signing their agreement or contract with any contractor, the unit owner must provide KTS with the contractors Liability & Workmen's Compensation Insurance ACORD certificate for a KTS contractor pre-approval. If the contractor(s) is not able to provide the ACORD insurance certificate in their name, the contractor is NOT allowed to do any work at Key Towers South. This will be strictly enforced.

Scope of Work:

Owners must provide a written detailed scope of the planned work including all permit drawings. Please fill out all of the enclosed forms. Specific project requirements and recommendations within the scope of unit renovations are presented in Attachments 1-16. All REQUIREMENTS will be met by the owner/contractor in order to achieve approval signatures by the Building Manager and the representative of the Board of Directors. Attachments 1-16 also provide RECOMMENDATIONS to owners for their consideration of their renovation. The building requirements will be enforced.

Rules for all Contractors and Subcontractors:

Each application requires the signature from each Contractors and Sub-Contractors attesting to acknowledgement of the KTS rules and their responsibilities during the renovation project taking place inside KTS. The *Key Towers South Contractor Building Rules* form is included in the application. The owner is solely responsible for all of their contractors completing the KTS required forms.

Owners Responsibilities:

The KTS Condominium Renovation Application requires the owner's signatures attesting to the acknowledgement of the owner's responsibilities for the renovation. These requirements are here to protect you, your neighbors, and buildings for years to come. Some of these may be new requirements as technology and code requirements have changed. That is why the KTS building committee has created this application. We are here to assist you through the entire process.

KTS Unit Renovations Deposits and Scheduling:

Application Submission:

KTS Owners are responsible for ensuring that all of the required documentation is completed. Please print out each of the 24 pages separately. Do not print on the back side of other pages. Each application form is required to be completely filled out. When the application is 100% complete, the Owner is required to schedule a meeting with the Building Manager to personally turn it in and review their application in its entirety. The Owners' contractor should attend meeting.

No electronic submission of this application or any supporting documentation is allowed. Incomplete applications will be returned to the Owner for resubmission. Please allow 7 to 10 days for building committee review. Work that begins without KTS approvals will be stopped and fined.

The application must be submitted with the appropriate amount of the required deposit in a check. Please make checks payable to **Key Towers South Owner's Association Inc.**

Unit Renovation Deposit Amounts:

1. \$1,500 deposit for painting and window replacement projects that do not require any drywall repair or replacement.
2. \$2,500 Deposit for all projects requiring any repairs or replacement of drywall and or flooring.
3. KTS will retain \$500 of the deposit for project administration costs for the first 3 months of project duration. *The clock begins when the work begins, NOT when the application is received.*
4. Administrative fee of \$500 will be assessed for every additional three-months of the project duration. *The clock begins when the work begins, NOT when the application is received.*
5. Security Deposit refunds are returned by mail from the KTS management company within 30 days after the Building Manager has inspected and has signed off on the completion of project.

Scheduling Of Projects:

1. Renovation Projects will not be permitted to commence from January 1st. through March 31st. Projects already in progress may proceed during this period, but all demolition has to be completed prior to December 31st.
2. Only one Renovation Project will be permitted to commence per month during the months of April through December.
3. At the discretion of the Building Manager, projects are limited to three active projects at a time.

Approval Process To Start Renovation:

When ALL of the requirements herein have been satisfied and all of the required signatures have been received, then only will the Building Manager be able to schedule a start date for your project. Only the described work listed on the application will be allowed to take place inside your unit. Any project changes MUST be pre-approved by the Building Committee before work can continue.

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- Page 7 - Owners Documentation checklist
- Page 8 - Approval Signatures Required for KTS Renovations

Contractors are required to KEEP a copy and of the corresponding attachment that pertains to the work that is being completed in the unit and comply with the building's requirements. ****There is no reason to turn in these pages in with your application.**

- Attachment 1 - Air Conditioner Replacement
- Attachment 2 - Water Heater Replacement
- Attachment 3 - Washer/Dryer Installation
- Attachment 4 - Patio Door Replacement
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- Attachment 15 - Balcony Enclosure Removal
- Attachment 16 - Hurricane Shutter Installation or Removal

KTS Building Requirements:

Unit Owner: _____ Unit Number: _____

Target date for work to begin on is : ____ / ____ /20 ____

Owners & Contractors are required to retain a copy of attachments and comply with the corresponding attachment that pertains to the project. **Please check all that apply:**

- | | |
|--|----------------|
| <input type="checkbox"/> Air Conditioner replacement | Attachment #1 |
| <input type="checkbox"/> Water Heater | Attachment #2 |
| <input type="checkbox"/> Washer and Dryer Installation | Attachment #3 |
| <input type="checkbox"/> Patio Door Replacement | Attachment #4 |
| <input type="checkbox"/> Window Replacement | Attachment #5 |
| <input type="checkbox"/> Flooring Replacement Inside & Out | Attachment #6 |
| <input type="checkbox"/> Plumbing Changes | Attachment #7 |
| <input type="checkbox"/> Electrical Changes | Attachment #8 |
| <input type="checkbox"/> Kitchen Upgrade or Remodel | Attachment #9 |
| <input type="checkbox"/> Bathroom Upgrade or Remodel | Attachment #10 |
| <input type="checkbox"/> Structural Changes | Attachment #11 |
| <input type="checkbox"/> Paint or Wallpaper | Attachment #12 |
| <input type="checkbox"/> Ceiling Asbestos Removal | Attachment #13 |
| <input type="checkbox"/> Balcony Enclosure Installation | Attachment #14 |
| <input type="checkbox"/> Balcony Enclosure Removal | Attachment #15 |
| <input type="checkbox"/> Hurricane Shutter Installation or Removal | Attachment #16 |
| <input type="checkbox"/> Other (<i>Please explain below</i>): | |

Is a Building Permit Required? Y___ N___

Any work that is over \$1000 requires a Building Permit from The City of Sarasota – Phone 941-365-2200

Contractors are required to provide a detailed written description of all work completed in the unit, called "Scope of Work". Also, provide a copy of the COMPLETE set of the DRAWINGS that have been submitted to City of Sarasota Building Department used to obtain the building permit.

GC / CONTRACTOR INFORMATION, *Must be Printed:*

Full Name: _____ Company: _____

Full Address: _____

Name on License: _____ License Number: _____

Required 24 hrs. Contractor's Cell Phone Number: _____

Key Towers South Contractor Building Rules: Unit # _____

Every contractor/ sub-contractor that working in the building agrees to comply with the following rules:

1. **Working Hours: 8:30am to 4:30pm, Monday through Friday.** Contractors may NOT work in the building on Saturdays or Sunday or on a Friday before any Holiday Weekends. This can change, please ask. Please check with the Building Manager for permission to work on jobs Five days before or near any Federal Holidays or on Saturdays.
2. **Parking:** Never block Driveways/Fire Lanes. Park only in the visitors parking lot. You must have permission before you use any side entrance into the building. **Do not use the Front Entrance Door** for anything at any time.
3. **Office Sign In & Out Required:** KTS office has a sign In/out form that MUST be used every time workers enter or leave the building. Including all offsite lunch breaks and/or materials runs. If KTS has to chase workers to sign in or out, the **unit owner will be fined per occurrence from the building.** Unit must be locked at the end of every day.
4. **Security:** KTS is a secure building and all communal areas have recorded surveillance monitoring. Contractors & workers may not allow anyone to access the building. **Never use the front entrance door for anything.**
5. **Tools and Materials:** When bringing in or removing tools and materials, you must ask the Building Manager what door to use and where you can park. Please only use the “padded” Elevator # 1 (On one on the Left/North). **Nothing can be stored in the hallways or lobby NOT even for a short time.** Nothing can touch any KTS walls.
6. **Deliveries & Removal Materials:** The Contractor is responsible for the removal of all construction material from the premises. No use of KTS Dumpster is allowed. Never store ANY items in the Lobby, hallways, laundry rooms, or in elevators. If the elevator gets impaired by a contractor, All contractors working in KTS have to stop until the Elevator has been repaired. **Contractors can only use the North Elevator** the other elevator is for owners use only.
7. **Hallway Carpet Protection:** You are required to cover the hallway carpet from the elevator to the outside of both unit entry doors, creating a protected pathway. The Contractor is responsible for applying covering every day and night removal. Any building damage or cleaning in the hallways will be paid by the Unit owner per occurrence.
8. **No grout, drywall compound, caulk or paint** is allowed in Key Towers drains. All dirty tools shall be removed from KTS without cleaning them anywhere in KTS. **Cleaning only outside in front of Northside Beach Gate.**
9. **Insurance:** Contractors are required to provide proof of Workers' Compensation and General Contractor's Liability Insurance. Workmen's Comp waivers FOR each worker will be accepted, please ask the Building Manager.
10. **Domestic Water & Cooling Tower Shut Offs:** An advanced 48-hour notification is required. Work must be scheduled between the hours of 9:00 am and 1:00 pm Tuesday through Thursday only. Two water shut offs are allowed per renovation OR the Owner/Contractor will be fined. Installation of new MAIN turn-off is required in the unit.
11. **Proper Work Attire is required:** Shirts with sleeves, Pants, & Work shoes must be worn at all times, or you will be asked to leave. Shorts are OK only IF a Company logoed shirt. You cannot look like a visitor in the building.
12. **Vehicles:** You need to obtain permission from the building manager to park next to the building. Contractor's vehicles must load/ unload at a PRE-approved door only. When done, park in the visitors parking lot. Never park in a covered parking spot. No Motorcycles. Dump trailer parking must be pre-approved by the Mgr. before entering KTS.
13. **Cell Phone & Job Site Music:** No unnecessary noise Is permitted in KTS at any time. NO yelling or whistling in the building or halls. If there is a complaint, you will be asked to leave KTS for the day. See below for details.
14. **Children:** Contractor's children or “helpers” may NOT be brought to the premises at any time. No exceptions.
15. **Smoking:** Contractors can smoke only in the visitors' parking lot. If any trash is found in a lot, no more smoking.
16. **Unit & Hallway Smoke Detectors:** Cover all unit/hall smoke detectors when creating dust of any kind to reduce risk of alarm. If the unit smoke alarm is set off, **do not open the door to the hallway** as it will set off the building's fire alarm. False Alarms fees including a building fee for each false alarm that is caused by the Contractors staff.
17. **Demo:** Contractor is required to pre-schedule all removal of any debris from the unit with the KTS Building Mgr.
18. **Manage Your Job: Contractors CAN NOT LEAVE their workers unattended if they are moving anything in or out of the building.** There must ALWAYS be an English-speaking person in the unit at all times. One person must be able to properly respond to any size issues in the unit, or the contractor will be asked to leave the building.
19. Contractors must clean hallways & elevators before they leave every day, or you will not be allowed to return.

I have read and fully agree with the rules above and in the entire application. I understand that any non-compliance with the above will result in the contractor being asked to leave KTS and or never being able to work at KTS again. First offence you will be asked to leave that day. Second offence, you will be asked to leave for a weeks' time. Third offence: a meeting with the unit owner and the building committee before work can resume. The undersigned contractor agrees that all fines must be paid before work can resume.

Contractor: _____ Company _____ Date: ___ / ___ / 20__

OWNERS RESPONSIBILITIES: Unit # _____

All renovation projects, regardless of size, require the owners to be accountable for their contractors' actions while they are working in KTS. Owners have agreed to follow all building rules and polices when they purchase their unit. Owners are responsible for the following:

- A. A meeting with owner(s), intended contractor, KTS Building Manager and or Building Committee Member to verify window and exterior door certification and the **existence of proper insurance BEFORE the owner signs agreement/ contract with their contractor.** In the meeting, the entire scope of work for your unit must be explained. This must be done before the application can be submitted to the board for approval.
- B. Owners will always allow the Building Manager, Building Committee Members, and Board Members to access their condominium for inspections during the course of their project.
- C. The owner is responsible for providing written detailed scope including all construction drawings that have been presented to the building department, to be submitted with this application. A copy of your contract with your contractor can be used with the dollar amounts blocked out. Please make sure to thoroughly complete all application forms and ensure that they are accurate.
- D. If there are any changes in the work being performed that is different then what has been submitted and approved by the board, it is the SOLE responsibility of the unit owner to notify the Building Manager prior to making any project changes or risk a project shut down.
- E. Owners are responsible for enforcing the **Key Towers South Contractor Building Rules** (Form included) with Contractors, workers and sub-contractors. The owners may have to print out extra contractor rules' forms for each subcontractor. These rules apply to ANY person providing work or preforming any type of service in YOUR unit.
- F. Owners are NOT allowed to give out KTS door Fobs or Buzz in contractors or workers.
- G. Owners are financially responsible for ANY damage to KTS building caused by their contractors/workers, including cleaning of the building, elevators and or locker room cleaning. This includes false Fire Alarms fees from whomever the owner has hired.
- H. If your GC is using a different name then what's on the building permit, It is the sole responsibility of a unit Owner to obtain an Authorization letter from the Licensee General Contractor listed on the permit, allowing the contractor who is performing the work, to do so under their company name. The letter needs to include permission to use the GC license, Liability insurance, and Workmen's compensation with owner's name on their letterhead.
- I. The Owners is solely responsible that their contractor's provides and maintain all of the approved liability & workman's compensation insurances at all times while working in KTS.
- J. Your Contractor is required to have an English-speaking person in your unit at all times.
- K. Notifying the Building manager for final inspection towards the end of your project.

I have fully read everything in the application. I understand no work can take place until I have received the authorization from the KTS Board, Building committee, and Manager. I furthermore understand that if I or my contractor do not comply with everything herein, It could cause a project shut down of my unit and that fines may apply. I agree to pay all fines before work can resume.

Owner Signature(s) _____ Dated ____ / ____ 20 ____

KTS DOCUMENTATION CHECKLIST:

Unit # _____

Use this form to be sure that everything required is being submitted.

	<p>The owner is required to print out each page separate, completely fill out each form and organize all documentation into ONE complete package. The Unit Owner is required to schedule a meeting with Building Manager for Application package submittal.</p> <p>The owner is required at the meeting to turn in the entire completed package, in person to the KTS Building Manager for review.</p>	<p>Owner Checks Box</p> <p>When Complete</p>	<p>KTS Building Manger Section</p>
1	Written description of all unit renovations (Scope of Work)		
2	Building Permit Drawings and attachment(s) supporting scope of work.		
3	Signed Owners Responsibilities form.		
4	A Signed Copy of Contractor Rules from EACH contractor and Sub's.		
5	Copy of permit from City of Sarasota for file and posted on front door		
6	Provide copy of Asbestos Report and Lead-Free Inspection Report. (If require by the City of Sarasota Building Department Permit)		
7	<p>Print in contractor's names by trade and check off that they have provided both their Liability and Workmen's Compensation Insurance certificates. Cell Numbers required.</p> <p>Contractor _____ COI __ WMC __ cell _____</p> <p>Plumber _____ COI __ WMC __ cell _____</p> <p>Electrician _____ COI __ WMC __ Cell _____</p> <p>HVAC _____ COI __ WMC __ Cell _____</p> <p>Flooring _____ COI __ WMC __ Cell _____</p> <p>Kitchen _____ COI __ WMC __ Cell _____</p> <p>Drywall _____ COI __ WMC __ Cell _____</p> <p>Painter _____ COI __ WMC __ Cell _____</p>		
8	Provide Windows & Doors Storm Glass Certification & All Installation Documents		
9	Submit appliance data or cut sheets, with pictures for all installed appliances. Please show the amount of power consumption for each appliance .		
10	Is the Electrical Panel being replaced? Yes ____ No ____ 100 Amp max in a unit.		
11	Everyone understands that the application can NOT be turned in until its complete		
12	The \$ _____ Building Deposit Check. Check # _____		

The above checklist items have been submitted and reviewed by Owner(s) for accuracy.

Owner(s): _____ Date: _____ 20 ____

TO START RENOVATION APPROVAL:

This form is only completed by, a Board Member, The Building Manager, and a Representative of the KTS Building Committee.

We have fully reviewed the completed application documentation presented by the owner and their contractor. By the three approval signatures below, the project herein is allowed to proceed.

Permission to begin project on the date of ____ / ____ / 20 ____

Owner: _____ **Unit Number:** _____

Building Manager Approval:

Date: _____

Building Committee Approval:

Date: _____

Board Member Approval:

Date: _____

ATTACHMENT 1

AIR CONDITIONER REPLACEMENT

A City of Sarasota Building Permit is required for AC replacement.

Owners should buy the cheapest AC units they can, most of them have the **SEER Rating of 14 or Less**. That rating works the best in our building. No CLIMATEMASTER manufactured Brand of Air Conditioners are permitted to be installed in KTS. They are not compatible with our cooling system.

- Contractor shall meet with the Building Manager to discuss condensate drain line placement, unit location and water supply and return line inspections.
- The supply and return valves have to be replaced. **These valves HAVE TO BE new and made of Brass with Stainless Steel Ball valves inside.** No plastic parts can be used.
- **RED HOSES ONLY** on the supply & return water lines in KTS. No Black colored hoses are allowed to be used for the supply or the return lines. *Red Goodyear hoses meet the required Heat rating of 190* @ 300 PSI NO steal bradded hoses are ever allowed.*
- **A Back-Flush valve with 30” of HOSE (Black hoses are allowed) must be installed on the bottom of the low area in the water supply line to the unit.**
- Nothing can be placed/stored in the Hallways or The Building’s Lobby at any time.
- The building manager needs to see the completed installation **BEFORE the contractor leaves the building OR the KTS Owner’s deposit will not be refunded.**

What you need to know:

1. The condensate line (PVC) should be routed minimizing elbows, allowing for proper slope to drain adequately. Additionally, consideration should be given to provide for a ‘vent’ connection to allow vacuuming out any clog which may form.
2. Building Manger may give direction to the contractor on the slight physical location of the HVAC unit within the closet to allow access to valves within the closet.
3. Red Hoses and ball valves have to be replaced every 10 years.
4. Condensate drain lines should be installed to have the ability to easily insert white vinegar or bleach into the condensate line. This should be done every time you replace the air filter.
5. A sound insulation package could be procured for the compressor to reduce noise.
6. Fan speed should be set to provide appropriate air flow while considering noise level.
7. Owners could consider purchasing an HVAC unit with an ECM (Electronically Controlled Motor) instead of a PSC (Permanent Split Capacitor) unit to reduce noise. The cost will be higher. An ECM unit has a fan speed based on the differential temperature between the thermostat and actual temperature.
8. Most AC replacements on the Westside units are 3-ton and on the Eastside of KTS are 2.5-ton
9. The Building Manager will be given the opportunity to inspect the water supply to and from the HVAC unit and the associated valves and unions. If there are issues, repairs will be made.
10. “F” Units Livingroom AC units should have the Valves underneath the unit for servicing and NOT on the sides.

Remodeling Contractors Note: You will want to have a box of **15 extra air filters** on hand. They need to be changed out every time there is major dust airborne in the unit. Sometimes, Twice a day. This will allow the AC to stay operational. They will not work in dust, and it takes hundreds of dollars to clean a coil inside of a unit that has been sucking in dust.

Note: Every time you change an Air-filter, pour a cup of Bleach down the condensate drain.

ATTACHMENT 2

WATER HEATER REPLACEMENT (Must Be Replaced Every 10 Years)

A City of Sarasota Building Permit is required for replacement.

REQUIREMENTS:

1. Brass ball valve with Teflon inserts installed on water supply to water heater
2. Drain pan installed under water heater, attached to a functioning drain.
3. Water alarm placed in drain pan.
4. PVC drain line from drain pan to unit closet drain should be securely installed to prevent leakage
5. Electrical installation (208 volts) shall be in accordance with electric code requires a hard-wired BX to a switch or disconnect in the closet. **NO corded PLUGS are allowed.**
6. Relief valve and PVC line will be directed to the inside of the drain pan that is piped to the building's drain system.
7. Location of water heater shall be reviewed and approved by the Building Manager to maximize access to various components (HVAC, Cooling Tower Valves, condensate drain lines and water heater.
8. **Shut offs may only be scheduled between 9:00am and 1:00pm Tuesday through Thursday ONLY.** No more than 2 shut offs are allowed per unit renovation OR there is a building Charge of \$250.00 for each after the two have been completed.
9. The building manager needs to inspect the completed installation **BEFORE the contractor leaves the building or the KTS Owner's deposit will not be refunded.**

RECOMMENDATIONS:

1. Temperature can be set by owner-typical set point is 120 degrees F.
2. Water heater size is typically a like-for-like replacement in accordance with the building permit which is usually 38 gallons. (It may say 40Gal on the box)
3. Piping insulation may be installed on the hot and cold-water piping for energy efficiency
4. Cleaning of the area of water heater should be cleaned when the heater is removed due to the lack of access to the area once installed.
5. Contractors should properly vent the air from the tank and pipe.
6. Contractor should verify no leakage exists after installation and water pressure is reapplied
7. Due to space limitations, connections should be made to the hot and cold-water lines to make future replacement easier.
8. Some new techniques may be available which provide automatic isolation of the water supply if any leakage is detected. If available for size and physical constraints this is highly desirable.
9. Heaters are only allowed to be 10 years old, or replacement is required by the building.

ATTACHMENT 3

WASHER/DRYER INSTALLATION

A City of Sarasota Building Permit is required for replacement.

REQUIREMENTS:

1. A document regarding the model of the washer/dryer installation **requires a separate form from this document. Owner / Contractor needs to provide before they begin.**
2. A meeting between the contractor, Building Manager, Owner, and a Representative of the Building Committee to go over location in unit and size of washer and dryer.
3. **Shut off may only be scheduled between 9:00 am and 3:00pm Tuesday through Thursday.** No more than 2 shut offs are allowed per renovation or owners will be charged \$250 for each additional Shut off.
4. A load test form. Please provide the electrical load work sheet that adds up how many amps EACH electrical item in your unit draws.

**** The total electrical amp drawn in a single unit cannot exceed 100 Amps per unit. ***
5. Owners are NOT ALLOWED to install a higher than 100 amp rated panel in their unit. This is due to Aluminum wire existing in the building, that cannot be upgraded or replaced by law.
6. The Building Manager needs to inspect the completed installation BEFORE the contractor leaves the building or the KTS Owner's deposit will not be refunded.

2022 RECOMMENDATIONS:

Bosh 500 series, single wall 220V electrical plug stacking system.

LG Washer and ventless dryer, WM1455H-A & DLHC1455

Attachment 4

PATIO DOOR REPLACEMENT

A City of Sarasota Building Permit is required for replacement. **The building requires a complete copy of all of the paperwork that was submitted to the City** for all window & door replacements.

These requirements and recommendations are only for OPEN balconies.

REQUIREMENTS:

1. Patio Doors must have a “Hurricane” certification.
2. **Annealed Glass IS NOT ALLOWED IN KTS ON ANY FLOOR.** Tempered Glass only in the building.
3. White trim (Aluminum or vinyl are acceptable)
4. Turtle Glass is required in all units around the building.(This provides a consistent appearance throughout the building)
5. Doors cannot be installed on top of tile surface, only on a concrete curb.
6. Meeting with owner, contractor, KTS Building Manager to verify door certification and the existence of proper insurance BEFORE the owner signs agreement/ contract.

RECOMMENDATIONS:

1. Spaulding may be present in the concrete at the base of the sliding door and should be inspected prior to the installation of the base of the sliding doors to assure proper and secure installation.
2. The opening width and height should be verified prior to installation to assure proper fit.
3. Due to concrete not being level or minor difference in door sizes and opening sizes it may be necessary to install aluminum shims. Wood shims should not be used.

Elevator Dimensions 79” D x 52” W x 88 ¾”H and inside across angle is 92”

ATTACHMENT 5

WINDOW REPLACEMENT

A City of Sarasota Building Permit is required for replacement. **The building requires a complete copy of all of the paperwork that was submitted to the City** for all window & door replacements.

REQUIREMENTS:

1. **Meeting with owner, contractor, KTS Building Manager to verify window certification and the existence of proper insurance BEFORE the owner signs agreement/ contract.**
2. Turtle Tint Glass is required for every unit. Then they will all match on the building.
3. Window type (single hung, horizontal roller or sliders, casement, and picture windows) are acceptable as long as they meet code requirements.
4. **NO double hung windows are allowed at KTS.**
5. Window grids are not allowed.
6. Frames of windows and screens may be either White vinyl or aluminum.
7. All Frames shall be White in color.
8. Window frames shall not extend beyond the exterior of the building.
9. No windows from “**Window Craftsmen**” are allowed to be installed in KTS. Make sure you are aware of who the window manufacturer is and who is providing the warranty.
10. **Annealed Glass IS NOT ALLOWED IN KTS ON ANY FLOOR.** Tempered Glass only in the building.
11. The contractor is required to caulk or seal all around the windows in white and paint if the building committee deems necessary.

12. **A City building permit is required. A complete copy of all documentation required by the City of Sarasota must be turned into the building with this application.**

RECOMMENDATIONS:

1. The contractor should request building paint from the Building Manager to touch up any exterior paint damage during window installation. Unused paint should be returned to the Building Manager.
2. Paint Brushes used for painting should not be cleaned in sinks or laundry room but should be taken by the contractor for disposal or cleaning off site.
3. Remind contractors to practice good fall protection safety measures.
4. The interior ledges of the windows should be addressed during installation

Elevator Dimensions 79” D x 52” W x 88 ¾”H and inside across angle is 92”

ATTACHMENT 6

FLOORING REPLACEMENT INSIDE A CONDO

NO HARD FLOORS IN LIVINGROOMS and in the BEDROOMS will be approved. *You may install them at your own risk.*

1. A pre-meeting with the Building Manager and Contractor is required.
2. Underlayment for sound and impact shall have a **minimum STC specification of 72 and a minimum IIC impact specification of 80**. The Building Manager must approve the underlayment before its installed. This is required for any hard surface flooring. Please show the box of materials being used that day for confirmation.
3. Grout or any adhesive material shall not be disposed down the drains or laundry rooms at KTS. This applies to excess material or cleaning of tools. The tools and the material shall be taken off site for cleaning and disposal. Any questions please ask.

*Home Depot has an approved underlayment product **ProForm 90***

RECOMMENDATIONS:

Consider using the best sound insulation material that is available. It is noted the concrete floors are not level and may require various amounts of material to achieve proper door clearance and leveling of flooring. Sealing of tile should be considered. If activities generate a large amount of dust, you will need to change HVAC filters every day, get a box of 10.

** Dust in the hallways will set off the entire buildings Fire Alarm, please be careful.

*** Always provide running water in the unit for Tile Contractors. They cannot use laundry room slop sinks or bring buckets of water up.

BALCONY FLOORING REPLACEMENT

The reinforced concrete balconies at Key Towers South are particularly susceptible to damage due to the aggressive environment in which they are located. The high concentrations of chloride ions from the nearby Gulf of Mexico coupled with the carbonation in the exterior concrete elements have and will continue to result in corrosion of critical reinforcing steel, with spalling and other deleterious effects. In order to minimize the long-term effects and best preserve the structure of Key Towers South, these guidelines have been developed. The adherence to these guidelines is key to the preservation of the structure and will significantly reduce the long-term cost of maintaining and repairing the structure.

All surfaces must be prepared in accordance with the manufacturer's recommendations. In the event added drains are required, this must be done by the Association. Under no circumstances shall carpet be installed on balcony surfaces. No other decorative surface or finishes shall be applied on balcony floor surfaces. Open Balcony Floor Covering must be pre-approved by the building committee and listed in the building's application.

The acceptable alternatives for open balconies floor coverings are:

1. Urethane pedestrian deck stain (BASF Sonoguard or equivalent)
2. Cementitious pedestrian waterproof deck coating (BASF Flex tight or equivalent)
3. Tile with waterproof setting bed (latiocrete hydro ban or equivalent).
4. **The tile must be installed in accordance with TCNA standards including perimeter soft joints and soft joints in the field (at least one in the center) of the tile. Keep a 1/4" of a gap around all installed tiles.**
5. The Center of the balcony floor must have a caulked explanation joint.
6. All installations shall be in accordance with applicable standards and the manufacturer's recommendations for surface preparation and installation.
7. The installation shall be in a manner to allow proper sloping out of the drain holes.
8. If resloping is required to prevent pooling of water, the resloping shall be done with BASF Emaco R300 CI or equal. Drains shall not be restricted from full flow by any material.
9. Never install a tile base board around the perimeter of the balcony.(This has NEVER worked well for the building and is NOT allowed.)

Under no circumstances shall carpet, wood or any absorbing material be applied on an OPEN balcony floor.

ATTACHMENT 7

PLUMBING CHANGES

Since there isn't a way of shutting off the COLD water in a unit, it is recommended that you re-pipe your unit so that you have only one main shut off valve in your unit.

REQUIREMENTS:

1. Meeting with Contractor, Building Manager, Owner, and Representative of Board of Directors and or Building Committee Member.
2. Only permitted material for City of Sarasota shall be used. 'C' PVC does not meet the code requirements for condominiums. Schedule 80 PVC is required for everything.
3. SharkBite fitting can be approved if they are measured correctly and inserted all the way in the proper amount, OR they will fail.
4. 1/4 turn brass isolation valves with Teflon inserts shall be the ONLY installed valve on all supply connections to the kitchen and bath for water ONLY.
5. Toilet supply lines **cannot have any plastic parts in them**. Braided steel lines with **METAL** screw-on connections only.
6. Water shut off may only be scheduled between 9:00am and 3:00pm Tuesday through Thursday only. No more than 2 water shut offs are allowed per renovation or extra fees will be charged.
7. In the event of a complete unit remodel, the unit owner is required to install main water shut offs at each main water column supply. This will reduce the shut offs to one.
8. Do NOT remove ANY concrete from the floor or ceilings to move or install anything inside KTS.
9. No off-set toilet flange pipes are allowed in KTS, they will fail and back up.

RECOMMENDATIONS:

1. Dampening of water hammer noise and potential pipe damage should be accomplished by piping extension in key locations at least 16" high for each valve.
2. Sound isolation should be accomplished by wrapping pipes (drains and supply) with sound isolating material (insulation typically). This should also be done in other locations such as underneath tubs.
3. Any traps within drain lines should be replaced as they collect corrosion products and may seal up drain lines before reaching vertical drain lines for the building.
4. Water shut offs affect the building, please meet with the Building Manager for a plan of action.

ATTACHMENT 8

ELECTRICAL CHANGES

REQUIREMENTS:

1. Meeting with contractor, Building Manager, owner, and representative of Board of Director and or Building Committee Member to assure changes do not increase electric load above condominium main breaker of 100 Amps and other requirements.
2. Please provide the load work sheet that adds up how many amps EACH electrical item in your unit draws. *(Not is this application)*
3. **No, you cannot install a higher than 100 amp rated electrical panel in your unit.** This is due to the buildings existing Aluminum wires cannot handle the load. *Regardless of what your electrician is telling you, it's the Law.*
4. You need to replace the panel inside the unit if it's over 40 years old, OR doesn't have a main breaker in it, OR doesn't have grounding bus in it, meaning Green wires (*ground bus*) are visible inside.

RECOMMENDATIONS:

1. Use of LED lights is recommended. *(This will reduce the number of amps drawn in your unit)*
2. Assure outlet locations are provided frequently to assure availability of power wherever needed
3. Light switches should be located such that lights can be turned off or on at any potential location where you may desire to turn on/off the lights (you can have 2-, 3- or 4-way switches)
4. You will not be able to add outlets in balcony areas due to the solid concrete.
5. The installation of fans in the ceiling is allowed.
6. Do not cut channels into the concrete of any depth in the ceiling or any floors.
7. You may install a conductor in a square housing that attaches to the ceiling.
6. Do not drill holes into the concrete ceilings.

Main Power Shut-Offs locations. See Building Manager for key.

Floors 1, 2, 3, 4, 5 on are 4th Floor

Floors 6, 7, 8, 9 on are 8th Floor

Floors 10, 11, 12, PH on are 12th Floor

ATTACHMENT 9

KITCHEN UPGRADES OR REMODEL

REQUIREMENTS:

1. Meeting with Contractor, Building Manager, Owner, and Representative of Board of Directors and or Building Committee Member.
2. Inspection of piping when walls are open by Building Manager
3. Changes of Flooring, Plumbing, Electrical, Structural, Painting, or Asbestos are contained in Attachments 6, 7, 8, 11, 12 and 13.
4. If HVAC changes are made an HVAC City Building Permit will be required.
5. If the kitchen Drains are a dual system, they must have proper venting.
6. If new appliances are to be installed, KTS needs an Amps / Panel load Count Form to be provided with a Data sheet for each appliance showing the number of amps it draws.
7. Main water shut off is required for Cold water.

RECOMMENDATIONS:

1. Pursue looking at kitchen arrangements of other similar condominium units to provide input to arrangements
2. Water isolation valve for kitchen should be 1/4 turn brass ball valve
3. Water noise reduction can be achieved by sound isolation of drain lines and supply lines in walls and ceilings.
4. Water quality (Florida water quality) may be improved by the installation of a reverse osmosis unit under the kitchen sink. This would require an additional water faucet for this treated water. Note the water supply to your refrigerator would not be supplied by this reverse osmosis unit.
5. Always take photos during construction to be able to locate electrical and plumbing services when needed in the future.

ATTACHMENT 10

BATHROOM UPGRADES OR REMODEL

REQUIREMENTS:

1. Meeting with Contractor, Building Manager, Owner, and Representative of Board of Directors and or Building Committee Member.
2. Inspection of piping while walls are open by Building Manager
3. Changes of Flooring, Plumbing, Electrical, Structural, Painting or Asbestos are contained in **Attachments 6, 7, 8, 11, 12 and 13.**
4. If HVAC changes are made an HVAC building permit will be required.
5. No modification to concrete penetrations for drain lines or supply line are allowed.
6. Removal of concrete, chipping, or rebar for penetration is not allowed.
7. Provide water shutoff valves (1/4 turn brass ball valves) for supply lines in bathroom.
8. Water Shut off may only be scheduled between 10:00am and 4:00pm Tuesday through Thursday.
9. No more than 2 shut offs are allowed per renovation or an extra fee of \$250 will be charged.
10. Main water shut off installation **is required for all Cold-water pipes per column.**
11. Always provide running water in the unit for Tile/Drywall Contractors. They cannot use laundry room slop-sinks or bring buckets of water up.

RECOMMENDATIONS:

1. Pursue looking at the arrangement/configuration of similar condominium units.
2. When sheet rock walls and ceiling are opened, the water pipes may be wrapped in insulation to reduce water noise.
3. Rerun lines from the hot water tank to the bathroom through the overhead to each bath. Presently, they are routed through the floor to each bath making the time to receive hot water exceptionally long and the potential and difficulty of repair more challenging.
4. In unit A,D,E and G in the Guest Bathroom a horizontal cast iron drain line is in the overhead of each unit (from the unit above). It has been prone to cracking. It is suggested they be replaced whenever the ceiling is removed. This applies to the Guest and the Master Bathroom.
5. Sound insulation should be added beneath tubs.
6. G units guest bath have a 10' drain line from shower that has created some issue due to lack of drop. If open for inspection this should be evaluated.
7. If any drains are running slow, snake out the drain lines while walls are open
8. Exhaust fans should be selected for low noise.
9. Always take photos during construction to be able to locate plumbing and electrical service.

ATTACHMENT 11

STRUCTURAL CHANGES

NOTE: This Attachment applies to wall changes/deletions or any ceilings changes

REQUIREMENTS:

- 1 Meeting with Contractor, Building Manager, Owner, and Representative of Board of Directors and or Building Committee Member.
2. Metal studs shall be used
3. Sheetrock compound or cleaning of tools is not allowed at KTS. Never clean or dispose anything in a laundry room floor drain or sink at KTS.
4. If the ceiling is lowered, metal studs shall be used in lieu of wood. Installation shall not utilize tap cons but 1/4" shot only.
5. If the ceiling has 'popcorn' please see Attachment 13 regard Asbestos removal.
6. If a wall between adjoining units is being installed, it requires insulation and two layers of 5/8" drywall are to be installed as a fire wall.

RECOMMENDATIONS:

1. If walls are open, consider installation of soundproofing material to reduce noise between rooms.
2. During sanding of sheetrock compound take precautions to reduce dust intrusion into HVAC and replace filters during and after sanding.
3. You must cover your smoke detectors ONLY while the work/dust is taking place, or the building fire alarm will go off. Make sure they are removed **when no more dust is airborne in the unit or hallways**.

ATTACHMENT 12

PAINTING OR WALLPAPER

Sarasota City Permit May not be Required BUT all of the KTS Paperwork is.

REQUIREMENTS - WORK BY CONTRACTOR:

1. No paint/drywall compound/caulk/wallpaper paste shall be disposed of down ANY drains of KTS. Ask the building manager where to dump outside.
2. No cleanup of brushes or tools shall be done in sinks or laundry rooms (brushes and tools should be taken off site for cleaning). If the contractor is caught using any KTS building drains, the Owner WILL NOT RECEIVE their deposit refund.
3. If ceiling painting is planned and popcorn ceiling exists, asbestos removal must be addressed in accordance with **Attachment 13**.
4. Meeting with Contractor and Building Manager is required.

REQUIREMENTS - WORK BY OWNER:

1. No paint/drywall compound/caulk/wallpaper paste shall be disposed of down drains of KTS.
2. Paint that is no longer desired to be retained by the owner shall be given to the Building Manager for disposal.
3. No cleanup of brushes or tools shall be done in sinks or in common areas including laundry rooms. Brushes should be disposed of as trash.
4. If ceiling painting is planned and popcorn ceiling exists, this may not be done by the owner.

RECOMMENDATIONS:

1. If sanding is done where there are considerable dust precautions should be taken to protect the HVAC intake. (Best to turn it off)
2. The Air filter should be changed after completion and during work if needed.
3. You must cover your smoke detectors ONLY while the work/dust is taking place.
4. **Do not forget the hallway smoke detectors.** Make sure to cover smoke detectors in the hallway or the entire building's fire alarm will go off.
5. Please make sure that hallway devices are covered before you create dust. Please **remove them when there is no more dust air-borne in the unit or hallways.**
6. If the building alarm goes off, false alarm fees will be charged to the Owner.

ATTACHMENT 13

ASBESTOS REMOVAL

REQUIREMENTS:

1. Hiring of a Licensed Asbestos Contractor and informing the Building Manager.
2. Requires Permit from the City of Sarasota & Sarasota County
3. Certified Air Test of the removal has been completed.
4. No other work is allowed to continue in the until the “all clean paperwork” has been turned into the KTS building manager.

RECOMMENDATIONS:

1. This is highly recommended that you remove all asbestos from your unit. This improves the value of your unit and the entire building. It is safer for everyone living in the building.

ATTACHMENT 14

BALCONY ENCLOSURE INSTALLATION

REQUIREMENT:

1. Window requirements are noted in Attachment 5.
2. Flooring requirements are noted in Attachment 6.
3. Painting color is the owner's discretion and needs to follow Attachment number 12.
4. Electrical changes in outlets or fans/lights are limited due to the requirement that penetrations or channels in concrete are not allowed. If any electrical changes are made, they must meet the requirements of Attachment 8.
5. Drains from the balcony are no longer required to be maintained.
6. Meeting with contractor, Building Manager, Owner, and Representative of Board of Directors
7. In the Event an Owner decides to re-open an enclosed Balcony, the owner is completely responsible for restoring the back to original condition. This includes matching the building's existing curved railing system.
8. The building no longer has the responsibility for maintain the previously enclosed balcony.

RECOMMENDATIONS:

1. The patio doors may be removed at the discretion of the owner.
2. The floor may be leveled at the discretion of the owner.
3. The interior of the enclosed balcony becomes the responsibility of the owner for maintenance of paint, electrical, windows and flooring.

See Attachment #16 for KTS colors.

ATTACHMENT 15

BALCONY ENCLOSURE REMOVAL

REQUIREMENTS:

The balcony must be returned to its original design. This means railing installation, proper floor drainage, proper floor replacement materials, hurricane sliding doors, outdoor electrical fixture, building paint, window removal and concrete sealant for window screws and others. Please see attachment #6 for details.

1. A meeting with the owner, contractor, Building Manager, and representative of the KTS Board.
2. During removal, the building surface shall be restored to its original condition to the best extent possible. This will be inspected and approved by the building committee.
3. During removal, uncovered surfaces shall be repaired to spec and painted the existing building color. See Attachment #16 for KTS colors.
4. This includes matching the buildings existing curved railing system, with the proper water proofing of railing system penetrations. The owner is required to provide a detailed drawing of the installation process for approval before work begins.
5. The building has responsibility to maintain the previously enclosed balcony, upon completion of balcony enclosure removal.

ATTACHMENT 16

HURRICANE SHUTTERS are no longer allowed on the KTS building.

If they exist, the owner is required to maintain and paint them to match the buildings approved color scheme at the **owner's sole expense**.

REQUIREMENTS:

1. Meeting with Owner, Contractor, Building Manager and KTS Building Committee Representative.
2. Maintenance requirements per supplier shall be followed per contract.

Colors must match KTS approved building colors: *6.1.2023 painting completed.*

The White on the building is SW 7008 Alabaster

The Grey fill ins on the building is SW 7072 Online

The Blue on the Building Mansard is SW 6515 Leisure Blue

RECOMMENDATIONS:

Remove hurricane shutters and replace them with approved hurricane windows.