

DADELAND WALK ASSOCIATION, INC.

AIR CONDITIONER REPLACEMENT WORK

This form is specifically for air conditioner replacement work and does not apply to repairs.

Guidelines

1. Submit Early

- The completed form should be submitted at least 15 business days in advance to allow for processing before work begins.
- It's the owner's responsibility to provide their contractor the Air Conditioner Replacement Work form.

3. How to Submit

- Email the completed form to: **Myrna Martinez** myrna.martinez@fsresidential.com

4. Documents (*Submit the following for association records*)

- Contractor's License
- Copy of Permit
- Copy of Workman Comp
- Certificate of Insurance (COI) must be issued as follows:

FirstService Residential
c/o Dadeland Walk Association, Inc.
5200 Waterford District Drive, suite 1000
Miami, FL 33126.

5. Important Deadlines

- Work should be completed within 30 days from the start date.

6. Work Schedule Restrictions

- **No work is allowed on Sundays or during the following holidays:**
 - New Year's Day
 - Memorial Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
- **Permitted work hours:** Monday – Saturday, 7:30 AM – 7:00 PM

Worksite Rules & Responsibilities

1. General Compliance

- **Contractors are prohibited from accessing a neighbor's roof to reach the work area. If access is necessary, the unit owner must notify the neighboring property owner in advance.**
- The Owner and Contractor must ensure that workers comply with community rules and regulations.
- Community guards are authorized to enforce the association rules.
- Any vendor engaging in disruptive, threatening, or unlawful behavior will be required to leave immediately. The Association reserves the right to contact law enforcement and file a report if necessary. Vendors who are instructed not to return will be considered trespassing if they do and may be subject to arrest.

2. Parking & Noise

- Workers must park only in designated homeowner or guest parking spaces and not block roads.

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- No Loud music and radio.

3. Site Cleanliness & Safety

- The worksite must be cleaned daily—remove all debris and residue.
- Ladders must not be left standing upright after work hours.
- Materials and tools must be removed, stored, and secured after work.

4. Property Maintenance & Painting

- The Owner is responsible for any necessary touch-up painting in areas affected by the work.
- Painting supply is available from management with a minimum of a 48-hour advance request.

5. Damage & Reporting

- Any damage caused by the Contractor’s equipment is the Owner’s responsibility.
- Report any issues or damages to the management company immediately.

6. Special Conditions

- Before a Hurricane Warning, all loose items, tools, and materials must be removed and stored properly.
- Parking areas, sidewalks, and surrounding areas must be pressure cleaned to remove any construction residue.

Owner's Name	Telephone #
Unit Address	
Email	
Company Name	On-site Supervisor Name
Company Telephone #	Permit #
Start Date	Expected Completion Date
I hereby submit this Air Conditioner Replacement Work to proceed with the specified replacement as outlined above and/or in any attached documentation, if applicable. The Contractor and Owner acknowledge and agree to comply with all rules, regulations, and modification requirements established by Dadeland Walk Association, Inc.	
Resident Signature	Date
Contractor’s Signature	Date

For Office Use Only

- All required documents received and recorded.
- Work acknowledged and may proceed in compliance with community guidelines.
- Owner notified of acknowledgment.
- Security notified of contractor entry.

Reviewed by: _____ Date: _____