



CONDOMINIUM ASSOCIATION, INC.
2450 PRESIDENTIAL WAY • WEST PALM BEACH, FLORIDA 33401 • (561) 478-4752

CONTRACTORS RULES AND REGULATIONS

June 12, 2019

Owners and Contractors:

Please read this letter in full and sign the attached copy and return it to the Envoy Manager.

Before commencing any alterations, additions, installations, redecorating or construction in a unit including changes to or moving walls, laying of flooring material (except carpet), changes or additions to electrical lines or circuit breakers, and changes or additions to existing plumbing and bathroom configurations, a complete plan or description of the proposed project must be provided to the Envoy Board of Directors and the Manager must be advised of any changes to these plans during construction. The Envoy Board of Directors and or the Manager must approve any alterations to or relocation of electrical, telephone or telecommunications trunk lines that are common to other apartments. The Envoy Board of Directors must be advised of the planned start date and expected duration of the project. **The unit owner must submit a deposit for \$500.00 to the office, payable to the Envoy, as a security deposit, along with the required paperwork. The security deposit will be returned only after there is an inspection of the common areas and there are no problems or the problems that are identified are corrected.**

All contractors/workers must gain entry to the Envoy building through the side entrances. All wheeled conveyances or other wheeled items are prohibited in the lobby unless authorized by the Manager or the Board of Directors.

All contractors, subcontractors and service personnel should use the side entrance and must CHECK IN and CHECK OUT with the Envoy Doorman on the first floor upon arrival and departure of the building each day.

All contractors/workers must use the freight elevator and it must be protected with the floor mat and wall padding. Smoking in the elevators and in any indoor area is prohibited. Use of the telephone in the elevator, except in an emergency, is prohibited.

Contractor's personnel may arrive to set up at 9 a.m. **Construction noise is permitted on weekdays only between 9:00 a.m. and 5:00 p.m.** No construction is permitted on Saturday, Sunday or holidays except in an emergency.

The contractors/workers are expected to stop work early enough to clean up their workplace, clean and vacuum the walkway, clean and wipe down the elevator and clean and vacuum the elevator landing, if necessary. Messes made during the day to common elements must be cleaned up and/or

corrected immediately. When the contractors leave the building the interior and exterior of the Envoy should look as though they had not been there.

There will be no smoking by any of the contractor's personnel or sub-contractor's personnel in any of the common areas, on elevators or in front of elevators, the Envoy parking lots, the loading dock area, the pool area and the lobby. Cigarette butts must be disposed of in a proper manner and not thrown over the rails or on the grounds of the Envoy. **Smokers must leave the property and go to the street to smoke.**

All alterations, additions and installations to any exterior surface, including but not limited to the balconies, exterior walls and doors require prior approval of the Board of Directors. Any change of tiling on the balcony floors **must be requested, in writing, to the Board of Directors/Manager for approval.**

Building permits as required by the Town of West Palm Beach must be obtained and properly posted and a copy of these permits provided to the Envoy Board of Directors.

Contractors, subcontractors and service companies must provide to the Envoy manager/Board of Directors evidence of being registered by the Town of West Palm Beach.

Contractors, subcontractors and service companies must provide evidence to the Envoy Manager/Board of Directors of proper liability and casualty insurance with the Envoy as an additional insured. Owners, lessees and guests must accept legal responsibility for the work being done and for the conduct of any workman or service personnel.

All building codes, laws, ordinances, rules and regulations of the State of Florida, Palm Beach County and the Town of West Palm Beach must be observed.

All flooring other than carpet installed within any unit shall be installed over soundproofing and a sample of the material must be brought down to the office for approval.

The Envoy's Manager/Board of Directors has the authority and the responsibility to inspect work in progress from time to time to ensure that the Rules and Regulations are being observed. If it is deemed that the Rules and Regulations are not being followed, then the work will be stopped and will not be allowed to continue until matters are corrected. Any additional violations will result in the job being shut down.

The Envoy's management must be notified, in advance, of any intended use of a crane, boom truck or any other heavy weight vehicle making deliveries. A 4x4 sheet of 5/8 inch plywood must be used, as a base plus additional support material, under deployed support legs. These vehicles should be kept off the stamped concrete driveway at the front entrance, unless delivery is not possible otherwise. The decision will be made mutually by both the Envoy management and the contractor and placement of the crane or delivery vehicle will be pre-planned.

To the fullest extent provided by law, owner and contractor agrees to save, indemnify and hold harmless the Envoy, assigns, officers, directors, employees and agents from and shall defend them against any and all liabilities, liens, judgments, demands, actions, claims and costs, including fines and penalties resulting from work stoppage or delays and expenses (including attorney's fees) and for any loss, injuries

or death of persons (contractor's employee's included) and damage to property (contractor's property included) arising directly or indirectly out of the obligations of this letter, the Envoy's Rules & Regulations or out of the operations conducted by the contractor or any of its sub-contractors.

Contractor will promptly and at his own expense restore property and improvements damaged by his employees, equipment, sub-contractors, sub sub-contractor, suppliers or others under the control of the contractor or on the Envoy property at the request or acquiescence of the contractor.

Contractors/workers **are not allowed** to put any material in the Envoy dumpsters.

By signing below, I certify that I have read and understand the Envoy's Rules and Regulations regarding alterations, additions and installations.

(Owner) (Contractor/Company name)

Unit Number _____ Approved By _____

Deposit Amt. \$ _____ Worker in Charge _____

Check # _____ Company # _____

License# _____ Cell Phone # _____