

## EXHIBIT J

### RULES AND REGULATIONS FOR UNIT OWNERS, CONTRACTORS, AND DECORATORS FOR MAINTENANCE, ALTERATIONS AND IMPROVEMENTS

- 1) Unit owners must obtain prior written approval for all work done in their unit by filling out the Application Form provided by the Association for this purpose. Such requests for approval shall include:
  - A detailed explanation of all work to be completed in the unit.
  - The name, address, telephone numbers and fax number of the unit owner's Representative who will be overseeing the work in the unit, whether it be the General Contractor, interior decorator or the unit owner.
  - The names, addresses, and phone numbers of all contractors who will be working in the unit.
  - A copy of the contractors' licenses.
  - Copies of the contractors' Certificate of Insurance of general liability of no less than \$500,000 per occurrence and no less than \$1,000,000 aggregate.
  - Proof of Workers Compensation coverage or State of Florida-authorized waiver.
- 2) Work hours are 8:00 AM to 5:00 PM, Monday through Friday. Contractors are not allowed to work on Saturday, Sunday and legal Holidays. The board may approve exceptions on an individual basis, if warranted. Unit owners may work on Saturday and Sunday as long as the work completed is noiseless and is not conducted on the walkways or common areas.
- 3) Workers may unload their vehicles close to the building, but then must park them in a guest spot immediately after unloading. A worker may use the unit owner's designated parking spot with the unit owner's permission.
- 4) Workers and unit owners are required to use drop-cloths or a vacuum collection system while working in all common areas.
- 5) Clean-up of hallways, elevators and all common areas must be completed by 5:00 P.M. each workday.
- 6) All trash and debris must be hauled off by the workers on a daily basis. Hidden Lake Villa dumpsters are not to be used for this purpose.
- 7) Grout, paint, wall mud or any other material may not be poured down building drains, sinks, toilets, bathtubs or outside drains.
- 8) Workers may not use the carts owned by Hidden Lake Villas and located in each building.

9) Unit Owners may themselves complete work on their units as follows:

- Generally, unit owners should confine their own work to "outside" the drywall. This means painting, shelves, molding, screen door replacement, hanging of window coverings, window rods, door replacement, door knobs and any other cosmetic changes of this type may be completed by the unit owner if they have the skills necessary. Prior approval of the Association will not be required. All other work should be completed by a licensed contractor. It is the responsibility of the unit owner to obtain any needed permits or licenses.
- Wall cabinet replacement, carpeting, and tiling may also be completed by the unit owner, but requires prior written approval of the Association per the Association's Application process for this purpose and must conform to section 9 of the Second Amended and Restated Declaration of Condominium of Hidden Lake Villas Condominium.

10) Disposal of Construction Debris

- Neither unit owners/members nor contractors may leave any construction debris anywhere on the premises, nor may they dispose of them in the dumpsters, nor by the side of the road. Construction debris, including faucets, drywall, carpeting, toilets, bathtubs, flooring, etc., must be hauled off site to the proper dumping facility by the unit owner or his/her contractor, and all arrangements to do so are the responsibility of the unit owner and his/her contractor. The Association Office is not to be involved nor required to make any arrangements, nor is the Association responsible for any cost for the removal of such items. Said costs will be charged to the unit owner.
- Work that requires a trash bin on site for the duration of the work needs prior approval of the Association through the Association's Application process for this purpose. The Association shall hold the unit owner responsible for the contractor's immediate repair of any damage caused to the common areas by the bin or the debris or the work. Cleanup of any common areas exposed by traffic to and from the unit and to and from the trash bin is required daily.

11) Disposal of Furniture and Appliances

a. Contractors must haul away (or place in their own trash bins) any discarded appliances and furniture that they replace.

b. However, unit owners who wish to dispose of their own furniture or appliances may telephone the Association Manager to have the Association Manager make arrangements with the City of Naples for a special pick-up. Under no circumstances may the items be left anywhere except where the Association Office directs. No items may be left except late the night before the day of the pick-up scheduled by the Manager with the City. No items may be left except those approved by the Manager, and no owner/member may schedule their own pick-

up with the city. Approval for a special pick-up must be sought through the Association Manager.

12) No Contractor, Designer or any other entity may display a sign or any other identifying placard, display, or other similar item.

13) It is the responsibility of the unit owner to notify the Association and the appropriate utility prior to commencing work if any construction will effect the water, sewer, or other utility services or connections.

14) The approval of the Association to commence construction does not constitute the approval of local or state governments, when needed. It is the responsibility of the unit owners to obtain all necessary applicable permits from the approved government authority prior to starting construction. The failure of the unit owner or the unit owner's contractor to obtain the proper permits shall result in the cancellation of approval by the Association for the entire project and all work on condominium property must cease.

15) Contractors are not permitted to start a fire on condominium property. Contractors are not permitted to place objects in the hallways, breezeways, and corridors without the written approval of the Association Manager. The Association will hold the unit owner responsible for any costs associated with citations issued by the Fire Marshal, including any increase in insurance rates.

16) The Association may periodically inspect the construction area to ensure compliance with these Rules and the governing documents of the Association.

17) All work vehicles will comply with applicable parking and traffic regulations while on Hidden Lake Villas property. Parking is only permitted in designated guest spaces or the unit owners space. Work vehicles must be legally parked and utilize one parking space per vehicle. All work vehicles must obey all traffic control devices and traffic rules while on condominium property. The speed limit is 10 miles per hour.

18) Workers are not permitted to operate radios, amplifiers, or other audio devices that broadcast music while on Association property.

19) All contractors must be licensed by the applicable state or local government. The failure of a unit owner to utilize a licensed vendor, when licensure is required, shall constitute grounds for immediate termination of approval by the Association.

20) In the event that the Association terminates approval of construction because of a violation of these rules, the unit owners shall be responsible for any penalties, damages, or costs associated with the breach of any contract between the unit owner and their vendor.

21) Unit Owners agree to indemnify, hold harmless and defend the Association for any claims whatsoever brought by the unit owners, their family members, guests, or invitees, or any

third party for any reason, arising from the Association's approval process or the construction approved by the Association.

22) Inspection and final approval by the Board is required. Prior to the final inspection and consideration for final approval by the Board, all improvements must conform to the previously approved plans.

23) The approval of the Association does not constitute any warranty by the Association under any circumstances.

24) The approval of construction under these Rules and Regulations is conditioned upon compliance by the unit owner and their vendors with the Second Amended Declaration of Condominium, including but not limited to Section 9.7 of the Declaration, and these Rules and Regulations. In the event of any conflict between these Rules and Regulations and the Second Amended Declaration of Condominium, Articles of Incorporation, or By-laws of the Association, then the provisions of the Second Amended Declaration of Condominium, Articles of Incorporation, or Bylaws shall apply.