

Seawinds Condominium Association of Ormond Beach, Inc.

Addendum to Rules

Unit Remodel Guidelines and Policies

PREAMBLE: When owners decide to carry out remodeling projects to their units, it is important that the Association be notified in advance of the activity that will be carried out. Usually all types of remodeling projects will have some impact on other residents and it is important that the Board of Directors and the Managing Agent be aware of what is taking place and what can be expected during the project. It should be noted that **work activity will be allowed between the hours of 8:00 AM and 6:00 PM, Monday through Friday, excluding holidays, only.**

Regardless of whom the Unit Owner shall employ to perform remodeling activities, the unit owner must be aware that the Association will hold the Unit Owner responsible for seeing to it that workers observe Association Rules including these guidelines and further for the cost of repairing any damage to common areas that may result from the remodel activities.

1. A complete description of the work to be carried out must be given on an application form to be submitted to the Board of Directors. If the project can be completed in no more than three days a minimum of three (3) days notice is required. If the project shall exceed three days a minimum of ten (10) days notice is needed prior to the commencement of the project. The Application Form is available from the Management Company Office or can be downloaded by going to the homepage of www.qualitycondomanagement.com and clicking on Seawinds and then going to the bottom of the page and clicking on "Remodel Application."

2. If the remodel project involves the installation of tile, tile cutting may only be performed within the unit (**NOT ON BALCONIES, WALKWAYS, PARKING DECKS, OR GARAGE AREAS**) or it can be done on grass areas outside.

3. Precautions must be taken to prevent the spillage of any material on common areas of the condominium. Accidental spillage must be cleaned up immediately.

4. The use of the elevator must be kept available for the use of residents, therefore, no one is allowed to restrain or hold the elevator other than for normal use. When tools or materials including waste materials are to be transported in the elevator it will be necessary to make pre-arrangements for pads to be installed.

5. The garbage dumpster is for that purpose only and waste construction materials must not be discarded into the dumpster. It will be necessary for such materials to be removed either by workmen or the owner and then disposed of offsite.

6. Cleanup requiring the use of water must prevent debris, such as old drywall mud, paint, and anything else from going down any drain including the storm drain in the garage or from disposal down the garbage chute.

7. The common areas adjacent the work area must be kept free of materials and debris and must be cleaned up daily.

8. All remodeling involving mechanical work such as but not limited to electrical, plumbing, HVAC, work shall be performed by mechanics that have a related Florida license to carry out the work.

9. Depending on the work to be carried out and the anticipated time the project will take a refundable damage deposit commensurate with the amount of remodeling and the time it will take, not to exceed \$1000.00, shall be paid to the Association prior to the commencement of a project. After a project is completed the Board of Directors and/or the Managing Agent will inspect the property to review whether additional cleanup or repair is needed. Once all requirements have been met then the deposit will be refunded.

10. The Board of Directors and the Managing Agent reserve the right to stop any project in progress if there is an ongoing flagrant violation of any Association Rules including these guidelines and policies.

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Remodel Application Form

UNIT NUMBER _____ NAME OF OWNER _____

ALL PHONE NUMBERS WHERE OWNER CAN BE CONTACTED _____

DESCRIPTION OF REMODEL WORK (AS APPLICABLE SUBMIT PLANS)

NAME OF CONTRACTOR _____ PHONE _____

NAME OF CONTRACTOR _____ PHONE _____

NAME OF CONTRACTOR _____ PHONE _____

NAME OF CONTRACTOR _____ PHONE _____

(includes Mechanical Contractors)

AMOUNT OF TIME THE ANTICIPATED PROJECT WILL TAKE: _____ DAYS

I herewith give notice that I have supplied all contractors/workmen a copy of the Remodel Guidelines and Policies and have explained to them the importance of compliance.

SIGNED BY _____

ANTICIPATED DATE WORK WILL COMMENCE: _____

PROJECTS TAKING NO MORE THAN THREE DAYS TO COMPLETE AND ARE MINIMAL SUCH AS REPLACING CARPETING AND PAINTING **WILL REQUIRE A \$50.00 DAMAGE DEPOSIT.**

PROJECTS TAKING NO MORE THAN FOUR TO TEN DAYS WILL REQUIRE A \$500.00 DEPOSIT. PROJECTS THAT WILL TAKE MORE THAN TEN WILL REQUIRE A \$1000.00 DEPOSIT.

Notice: Deposits shall be submitted with this application and are refundable after inspection of the premises has been made after the completion of a project