

## Sea Dunes Condominium Association Inc. Renovation Requirements

In order to maintain the integrity and value of the Sea Dunes Building, the Board has established the following requirements:

The Sea Dunes Association Property Manager must be informed of any changes, alteration or repairs to common or limited common elements. This will allow the Board to be aware of and approve proposed changes PRIOR to implementation. Further, it will provide records should there be an occurrence at some future date that requires resolution in the form of maintenance, repair or replacement. Most important would be *plumbing, electrical, flooring or structural items such as wall changes or modifications*.

Window and door replacement: All window and/or door replacement requests must be coordinated through Sea Dunes Property Manager. The Board of Directors has developed and requires certain criteria regarding manufacturer, style, structural design, color and authorized installer. While owners are financially responsible for window and door replacement and installation, the Association will supervise the installation of doors and windows and incur the costs of common element repairs associated with door and window replacement.

Flooring: Any flooring replacement, other than carpeting, must have the approved sound dampening underlayment materials.

Common Elements: Alterations or changes to a common element or limited common element are strictly forbidden. Any change to a common element requires approval by 75% of the owners. While some changes or alterations may seem insignificant, they remain forbidden. Two such changes are relocating drain lines that run through the units and cutting the concrete floor or ceiling slabs. If any such changes are made without appropriate approval, the owner will be required to remediate the change or alteration. The owner will be assessed the inspection fee charged by CSI (or such other third party) to inspect the remediation. The owner also will be charged a \$200 fee for such violation of the Association governing documents that will appear on the owner's account the month following such violation.

All plans and materials are subject to review by the Association's engineering firm Construction Solutions, Inc. (CSI).

We are not interested in the cost or value, but simply being notified of the scope of the work. For your own protection and that of Sea Dunes, work requiring Contractor permitting should be handled as required by local statutes or ordinances. All required permits must be properly visibly posted as stated by Nassau County Building Department.

Owners should be certain to obtain valid copies of the contractor's Liability Insurance, Workman's Compensation Insurance and Business License. DO NOT TAKE THESE FOR GRANTED.

AN ACCIDENT CAUSING DAMAGE TO PROPERTY OR BODILY INJURY DURING A MODIFICATION THAT WAS NOT APPROVED OR PERMITTED MAY RESULT IN FINANCIAL CONSEQUENCES FOR THE UNIT OWNER.

**The Remodeling and Construction Notification Form must be signed and returned approved from the Board of Directors in order to proceed with any unit alteration projects at least two weeks prior to commencement of the renovations.**

**PROPERTY MANAGER**

**Andrea Grossman**

**Email: [andrea@agimpactmgt.com](mailto:andrea@agimpactmgt.com)**

**Phone: 9044680176**

## **Remodeling and Construction Notification Form**

**May 2017**

Owner must notify Sea Dunes Property Manager with the following:

- a. Detailed scope of work with appropriate supportive plans and/or architectural drawings.
- b. Contractor(s) hired for project.
- c. Contact information for contractors and owner.
- d. Estimated start to finish dates.

Dumpster allowed for maximum of 2 weeks only with the prior approval of the Sea Dunes Property Manager. During heavy owner/guest occupancy dumpsters will be required to be located in the overflow parking lot. Contact Amelia Island Management (904) 277-5122 to arrange approval and fee information.

No overnight parking of contractor vehicles or storing of construction materials or equipment is permitted in the Sea Dunes parking lot.

Contractors will use protective carpeting and wall pads for elevator and lobby. These must be removed nightly. Call the Sea Dunes Property Manager for access to elevator pads. It is each owner's responsibility to arrange for the use of the pads and mats and to ensure the companies making the delivery or removal of large pieces are following this requirement. Any damages incurred due to the lack of compliance to this guideline will be charged to the owner for any subsequent repairs.

Construction or other work vehicles may not be left under the porte cochere or in the Sea Dunes parking lot. After loading or unloading materials or equipment, contractor vehicles are required to park in the overflow parking lot.

### Contractor Requirements:

- a. Working hours are 8 AM to 5 PM Monday through Friday and 9 AM to 1 PM on Saturday. No construction work is permitted on Sundays or major holidays.
- b. Daily cleanup of any construction related trash or drywall dust, etc. on walkways, elevators or building entryway.
- c. No unprofessional behavior toward owners, guests or staff. No foul language.
- d. No smoking inside the units, walkways or stairwells.
- e. No excessive noise inside or outside the buildings (music, etc.)

Contractor(s) must obtain and post all appropriate permits related to project. Contractors are required to provide Sea Dunes Management the following: (It's the owner's responsibility to coordinate receipt of these documents)

- Copy of Current Business License
- Copy of Workman's Compensation Insurance
- Copy of General Liability Insurance in the minimum amount of \$1,000,000. Showing Sea Dunes Condominium Association as additional insured.
- Copy of all required permits.

General Contractor Signature and Date

\_\_\_\_\_

Owner Signature and Date

\_\_\_\_\_

Sea Dunes Board of Directors Signature and Date

\_\_\_\_\_