



*Admiralty
Point*

Admiralty Point Condominium Association

2300 Gulf Shore Boulevard North

Naples, Florida, 3410

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REMODELING YOUR UNIT:

***A Guide for Unit Owners
and Their Contractors***

***Application Procedures**

***Permit Application Forms**

***Terms and Conditions Governing
Remodeling and Repair**

Approved by the Board of Directors:

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Your Guide to Unit Remodeling and Repair at Admiralty Point

Residents of Admiralty Point are both individual and collective owners of this unique, large, complex and highly valuable property on Gulf Shore Boulevard North. Undertaking individual unit remodeling, especially on a major scale, has potential impact on both common elements held by the Association and on neighboring units. This Guide, which spells out rules, policies and practices governing such remodeling and repairs, is designed to facilitate a smooth process of change which will protect all parties involved. It is a process which engages the unit owner, the Building Architectural Committee and Board of Directors at Admiralty Point and the contractors involved.

For its part, the Board of Directors at Admiralty Point is required in the Declaration of Condominium and the Rules and Regulations to approve all alterations to units and or Limited Common Elements.

In order to protect the interests of the Association, the Board acts in the following broad ways:

1. Through its Building Architectural Committee, it reviews specific plans prior to approval of the commencement of any work
2. Requires a \$2,500 deposit for major scale remodels or a \$500 deposit for smaller projects, subject to the discretion of the Board to modify the deposit requirements upward or downward
3. to cover any potential damage to common areas which occurs during construction
4. Requires proof of insurance coverage by owner and contractors

5. Utilizes a professional consultant to ensure that the work undertaken is done in conformance with that approved by the Board
6. Limits hours of construction to Monday through Friday from 8:00 A.M. to 5:00 P.M. and limits structural borne noise from any project to between 9:00 A.M. and 4:00 P.M. All noise must stop at 4:30 P.M. and all workmen must be off the property by 5:00 P.M.
7. Limits parking of construction vehicles to designated areas near the north exit gate for the West building and near the tennis courts for the East building.

Owners, too, have responsibilities in this process. In the broadest sense, they are expected to:

1. Participate in a pre-application meeting with the Manager of Admiralty Point and their selected contractor to discuss all steps and requirements for remodeling or renovation within a unit
2. File a complete application by its due date of February 1 for a major unit remodeling or by March 1 for more usual minor renovation
3. Make payment of the required deposit prior to construction commencement
4. Provide proof of insurance
5. Work collaboratively with the Association's consultant and allow timely inspections
6. See that all construction related damage is repaired and all areas are cleaned up

This Guide provides a step by step pathway through the remodeling or renovation process, along with necessary forms and terms and conditions for undertaking major work.

The Application for Remodeling must be filed with the AP Manager no later than February 1 or March 1, as specified above, in any year in order to allow the Building and Architectural Committee sufficient time to review the requested changes prior to any Board action.

All work must be accomplished during the off-season, from May 1- November 1.

Application Procedures for Remodeling

Exemptions

All renovations require an Association permit except for:

***Painting**

***Carpeting**

***Replacement of appliances in the same location within the unit**

***Emergency repairs, however owners must call the Gatehouse or Manager prior commencement of work**

Steps to Remodeling and Renovation

1. Owner goes to AP Website (www.admiralypoint.org) or to the Manager's Office to secure the Application for Remodeling form.
2. By February 1st for major remodeling or March 1st for minor renovation, the owner submits the Application along with remodeling plans, detailed drawings to the AP Manager who will then forward it to the AP Building Architectural Committee for review.
3. The Manager will arrange a meeting with the owner and contractor to

discuss the remodeling/renovation process at Admiralty Point

4. Following its review, the Building Architectural Committee will vote to approve, disapprove or seek more information about the permit application, reporting its action in writing to the owner. In the event of requests for more information or denial, reasons will be stated so that the owner can consider changes that may allow later approval. **Final approval will only follow submission of adequate final plans and information.**
5. Upon notice of approval by the Building Architectural Committee, the owner must submit the appropriate deposit to the Manager's Office.
6. With receipt of the deposit and final approval of the plans, the Building Architectural Committee then forwards its findings and recommendation for to the Board of Directors for its approval.
7. Following Board approval, Manager's Office will issue a permit once a copy of the City of Naples building permit is received. **No contractors will be admitted on the premises to commence work until all Association and City of Naples permits are issued.**
8. As work progresses, the Association's professional consultant will carry out inspections as outlined in the section entitled "Construction Terms and Conditions" or as otherwise outlined by the Building Architectural Committee.
9. Upon completion of the remodeling, the Association's professional consultant will file a final report. The Association's consulting expenses for the professional consultant will be submitted to the Manager for review and then invoiced to and paid for by the remodeling owner.
10. Clean up and/or repair of common areas, i.e., hallways, stairs, doors, elevators, parking lots, sidewalks. This will be strictly enforced by Management. If the Association incurs costs for any such clean up/repair, the owner will be invoiced and the deposit will be applied against the charges.

Remodeling or construction is allowed to begin on May 1 and must be completed or suspended by November 1 of the same calendar year (Rule 20). The deadline to submit Applications for Remodeling Permits is February 1 for major renovations or March 1 for minor renovations for work proposed to take place between May 1 and November 1.

Application for Remodeling Approval*

*11 Copies of Application and Documentation are Required for Submission

Unit Owner(s) _____

Unit Number _____

I (We) request Admiralty Point Association approval to permit the remodeling or renovation of our Admiralty Point condominium unit in accordance with the Admiralty Point Association rules, requirements and conditions. The following checked items and explanation of scope and materials, along with attached plans and detailed drawings, represent the extent of our request:

Description of Remodeling/Renovation Project Components

____ **Porch Enclosures**

____ **Glass Enclosure**

____ **Hurricane Shutters**

____ **Screen Enclosure**

**Additional explanation and materials
description** _____

Window replacements

Additional explanation and materials description_____



____Terrace Modifications and/or Additions

Extent and involvement of common areas_____



____Hard Floor Surfaces, Including Decks of Lanais

Indicate rooms and locations on plans

(The Association reserves the right to select the contractor to apply the waterproofing membrane.)



____Extensive Mechanical and/or Electrical Alterations

Supply mechanical and electrical plans

.....

_____ **Floor/Ceiling Slabs**

_____ **Attachments, intrusions, channeling or penetrations in the Floor/Ceiling slabs**

_____ **Work on other structural or common elements**

Show specific locations on plans and drawings

.....

_____ **Movement of any Utilities**

Show specific location on plans and drawings

.....

We have read, understand and agree to abide by the Association rules, the enclosed Construction Terms and Conditions document, City of Naples and State of Florida codes and any other requirements of the Board of Directors that may pertain to this particular project. We have been given the document “Application Procedure for Remodeling” and will follow these guidelines.

We understand that this application must provide sufficient information (design drawings and material specifications) to allow the Association Engineer, Building Architectural Committee and the Admiralty Point Board of Directors to assess the intended work and its affect on common areas and other units.

Signature(s) below confirm that the Unit Owner and Contractor agree to indemnify and hold the Association harmless for any damage to property or persons arising out of the work and/or any causes of action that arise from it.

Inspections or approvals by the Association do not alter, diminish or eliminate the total responsibility and obligations of the Owner and the Contractor for the work and any damages or liabilities arising from it.

Unit Owner _____ Date _____

Unit Owner _____ Date _____

Remodeling Construction Company Name(s):

License Number of Contractor _____

Signature of Contractor

Date _____

Print Name _____

Title _____

Date _____

Admiralty Point Association Action

_____ **This application has been approved by the Admiralty Point Association Board of Directors at its _____ meeting. Permit # _____ has been issued.**

_____ **This application has been conditionally approved, subject to the following information being provided immediately for further review and acceptance by the Building Architectural Committee:** _____

_____ **This application has been denied for the following reasons:** _____

.....

The Owner and Contractor(s) agree that the required inspections by the Association’s professional consultant will be done in a timely manner and that responsibility for scheduling such inspections is that of the Owner and Contractor who will contact the AP Manager to arrange for them to take place:

_____ **Pre-construction inspection before any work begins on unit**

_____ **Post demolition completion prior to any other work commencing**

_____ **Post completion of all framing and mechanical work prior to insulation and drywall installation**

_____ **Upon delivery of all windows and doors to confirm the impact, negative pressure and fire code compliance prior to installation**

_____ **Upon installation of the waterproofing membrane on lanai areas**

_____ **Upon application of sound abatement material prior to installation of any tile**

_____ **Upon completion of project**

Admiralty Point Condominium Association

By _____

Authorized Signature

Title _____

Date _____

Unit Owner _____ Date _____

Unit Owner _____ Date _____

Terms and Conditions for Remodeling

Admiralty Point Condominium Association

I. Construction Requirements

1. All work shall be performed in a professional and workmanlike manner and in strict accordance with this document, all current City of Naples and State of Florida codes, the approved design specifications of manufacturers and any additional requirement of the Admiralty Point Condominium Association for particular projects.
2. The Admiralty Point Building Architectural Committee or Board of Directors may prescribe work schedules, types of construction equipment or other protections for the Association and other units.
3. The Unit Owner (or his Contractor) shall obtain all required City of Naples building permits and submit a copy of each permit to the Manager prior to the commencement of any work. A copy of contractor's license, as well as the licenses of any and all subcontractors, shall also be submitted.
4. The Owner and Contractor confirm their knowledge that neither residence building is post tensioned and that all due diligence measures to verify that all penetrating connectors and fasteners do not interfere with reinforcing steel, piping, conduit or other service items embedded in concrete elements of the building structure. Location of each concrete fastener penetrating more than 3/4" into the floor shall first be verified by the drilling of a 1/8" diameter pilot hole. Any obstruction encountered will require relocation of the fastener or connector.
5. There will be no new modifications, intrusions or channeling of the common elements without the written approval of the Building Committee, its structural engineer and fire protection consultant, and the Board of Directors.
6. There will be no modifications or intrusions of the fire regulated walls between units.

Before any changes in the approved design or materials are permitted, proposed changes must be submitted to the Building Architectural Committee. Any work or materials not approved by the Committee and the Board of Directors will be removed at the Owner's expense.

II. Insurance Requirements

1. No work shall commence until the Contractor and/or Sub-Contractors have provided in writing the following insurance certificates with the minimum limits indicated. Such written documents shall be signed and endorsed by the insurance agent responsible for maintaining the applicable coverage and submitted to the AP Manager.

CONTRACTORS INVOLVED IN STRUCTURAL REPAIRS

<u>TYPE OF COVERAGE REQUIREMENTS</u>	<u>MINIMUM LIMIT</u>
Public Liability Insurance (including completed operations)	\$1,000,000
Property	amount of improvement
Workers Compensation Insurance	\$ 500,000/\$ 500,000/\$ 500,000
Automobile Liability	\$ 500,000

CONTRACTORS INVOLVED IN NON-STRUCTURAL REPAIRS

<u>TYPE OF COVERAGE REQUIREMENTS</u>	<u>MINIMUM LIMIT</u>
Public Liability Insurance (including completed operations)	\$ 300,000
Property	amount of improvement
Workers Compensation Insurance	\$ 100,000/\$ 500,000/\$ 500,000
Automobile Liability	\$ 300,000

Notwithstanding the above minimum amounts, no insurance coverage shall be less than the minimum required by Florida law.

2. Each required insurance policy shall NAME THE ADMIRALTY POINT ASSOCIATION AS AN ADDITIONAL INSURED for the duration of the project and associated construction activity. The additional insured documentation shall include a clause requiring a minimum of ten (10) days notice be provided to the Association before termination or modification of such policy.

III. Construction Deposit from Owner

A construction deposit of \$2,500 will be required from the Owner for major changes to the interior of the unit, such as remodeling of kitchens, bathrooms, removal and replacements of walls, replacement of tile in interior of the unit or on the terrace or lanai, replacements of A/C air handlers and A/C air compressors. A \$500 deposit will be required for smaller projects, subject to the discretion of the Board to modify the deposit requirements upward or downward.

1. The required deposit is to be given to the Manager within ten (10) days of permit approval and assignment of a permit number. The deposit will be returned in whole or in part within thirty (30) days after the final inspection by the Association.
2. Any amount withheld will be based on violations of Association requirements and/or damage to persons or property arising from the work.
3. A complete accounting of any funds withheld will be submitted by the Association to the Owner.

IV. Liens

The Building Architectural Committee recommends that the unit Owner record a Notice of Commencement obtain copies of final release or satisfaction of liens before making final payment to contractors and to otherwise comply with the construction lien laws of Florida in consultation with the Owner's counsel.

V. Inspections

The Association shall maintain the right, but not the obligation, to inspect work in progress and after completion. However, Association inspections do not relieve the Owner and Contractor from their exclusive responsibility to assure that the work is done in conformity with approved plans and specifications,

Admiralty Point requirements and current City of Naples and State of Florida codes.

VI. Property Protection and Security

All construction traffic is to use only the **SERVICE ELEVATOR** in each entry of the West Building or the designated **SERVICE ELEVATOR** in the East Building. Upon arrival on Admiralty Point property each Contractor is to inform the Guard at the gatehouse of their use of the elevator and any need for application of pads for protection of the service elevator. All elevators must be padded prior to use by contractors. Violation of this provision is grounds for denial of contractor site access by the Guard.

For major remodeling, every effort must be made to remove demolition debris via an exterior chute. All landscape plantings, including trees, must be protected when an exterior chute is installed. If this is physically impossible, a special container should be used which fits into the **SERVICE ELEVATOR**.

NO PASSENGER ELEVATORS ARE TO BE USED AT ANY TIME BY CONTRACTORS.

Any damage to elevators must be immediately reported to the Manager or Guard at the Gatehouse.

All common area exterior doors are to remain closed and locked during any renovation project. Contractors needing access are to use the phone device to call the Gatehouse for entry each time they enter the building. Under no circumstance are the doors to be propped open or left unlocked. Violation of this provision is grounds for denial of access to Admiralty Point property at the Gatehouse.

It is the expectation that all Contractors will advise their crews that Admiralty Point is a year round residence for many people. Every effort should be made to do their work in the least disruptive ways possible, even as the Association recognizes that all construction has accompanying noise.

The Building Architectural Committee and the Admiralty Point Board of Directors express their gratitude to all Owners and Contractors for their diligent cooperation.