

**The Dunes of Naples II Condominium Association Inc.**  
**Requirements for Decorators, Contractors and Subcontractors,**  
**Including Sound Specifications**  
**Effective April 24<sup>th</sup>, 2025**

Residents of Dunes of Naples II Condominium Association, Inc. (the "Association") are both individual and collective owners of this unique and highly valuable property in Naples, Florida. Remodeling and repairing units, especially on a major scale, has potential impact on both common elements of the Association and neighboring units. This Guide explains the Association's rules, policies and practices governing the remodeling and repair of Units.

Approval of the Board of Directors of the Association may be required regarding certain alterations and additions to your Unit and Limited Common Elements per the Declaration of Condominium for The Dunes of Naples II at the Dunes, a Condominium (as amended from time to time, the "Declaration"). In addition, the Board of Directors is charged with ensuring that no alterations or additions to your Unit and/or Limited Common Elements will result in an unreasonable disturbance or nuisance to the other residents of the building per Section 14.2 of the Declaration.

An Application for Remodeling can be submitted at any time and must be submitted to the Association's property management company, Site Management. All applications must include all supporting documents as requested below, including a list of contractors and their current insurance and license information. Incomplete applications will be returned to the submitting owner and will not be considered or approved by the Association.

**Effective Date**

The intention of this guide is to be effective for the 2025-2026 season. Accordingly, the Board will grandfather remodeling activity with proof of contractor engagement prior to the effective date.

**Minor Remodeling**

Minor remodeling as defined below does not require an application and/or approval by the Association, however some may require permitting and inspections by Collier County. The following examples may be completed at any time:

Includes removal and replacement of appliances, HVAC units, and water heaters, removal and delivery of furniture and other home furnishings, removal and installation of window curtains and draperies, routine maintenance, removal and installation of carpet, change in wall paint or wall coverings, removal and installation of window shutters and blinds, removal and installation of countertops, re-facing of cabinetry, minor carpentry work (trim work), and any other work deemed by the Board of Directors of the Association in its sole judgement to be minor. The decision of the Board of Directors shall be based on the noise, strong odors, dust, dirt, worker traffic or other interference or inconvenience likely to be caused by the work adversely affecting the other residents in the building.

### **Emergency repairs**

For example, water leaks, minor plumbing and electrical work may be completed at any time. If these repairs require additional repair of flooring, windows or any other work otherwise needing inspections and approvals, an application must be submitted for approval.

**ALL MAJOR REMODELING WORK AS DEFINED BELOW MUST BE PERFORMED DURING THE OFF-SEASON, FROM APRIL 15 - DECEMBER 15. NO MAJOR REMODELING PROJECT WILL BE APPROVED BY THE BOARD OF DIRECTORS OF THE ASSOCIATION UNLESS THE BOARD IS SATISFIED THAT THE MAJOR REMODELING WORK CAN BE PERFORMED AND COMPLETED WITHIN THE TIME PERIOD OF APRIL 15 - DECEMBER 15, WITH ONLY MINOR FINISHINGS AS DEFINED OR PUNCH LIST ITEMS TO BE COMPLETED, EXCEPT IF THE EXCLUSIONS IN THE PRECEDING PARAGRAPH APPLY REGARDING EMERGENCY REPAIRS.**

### **Major Remodeling**

Major remodeling includes any work involving removal and/or installation of hard flooring; structural changes to the Unit; removal and installation of walls; substantial mechanical, electrical and/or plumbing modifications, installation of lanai glass enclosure, installation of sliding glass doors and hurricane protection systems. Any work that requires penetration in concrete walls, ceiling and/or floors. Kitchen and bath renovations (except as defined as minor remodeling above) any work that includes the use of equipment emitting loud noises or the use of solvents which emit strong odors, and any other work deemed by the Board of Directors of the Association to be major, based on its determination that the noise, strong odors, dust, worker traffic or other interference or inconvenience likely to be caused by the work will adversely affect other residents in the building.

### **Application Procedures**

1. Owners must register with Site Management providing the name, address, telephone number and email of the owner's representative overseeing any work done in the unit, whether it is an interior decorator, general contractor and/or the owner.
2. Prior to commencement, the unit owner's representative must submit to Site Management a list of names, addresses, and telephone numbers of all subcontractors who will be working in the residence, along with a schedule of the work to be done.
3. Site Management will coordinate with the owner's representative regarding access for decorators and contractors.
4. Work hours are **8:00am - 4:30pm, Monday through Friday and 8:00am – 1:00pm on Saturday. No decorators or contractors will be permitted to work on Sundays, holidays, and extended days during major holidays periods.**
5. **Only** the State of Florida, or Collier County licensed contractors and/or subcontractors may be employed. **Proof of licensing shall be submitted** to Site Management.
6. Contractors and all sub-contractors must provide Site Management with a **Certificate of Insurance for General Liability** indicating no less than \$1,000,000 coverage per

occurrence and no less than \$1,000,000 aggregate and proof of Workers Compensation coverage prior to commencement of work. Information must be completed as follows:

a) **Certificate Holder**

**Indicate the building/association name and address-** see example below.

**The Dunes of Naples II Condominium Association, 315 Dunes Blvd., Naples, FL. 34110.**

b) **In the description block** please state: **“For work to be done in unit # \_\_\_\_\_ and include the owners’ name.**

c) **Proof of Worker's Compensation coverage.**

7. All owners, contractors, sub-contractors, etc. are required and responsible for obtaining all necessary local and state permits required. A copy of ALL permits must be submitted to Site Management prior to any work commencing.
8. All contractors and their employees must be registered at the front gate and notify maintenance staff to assist with further directions on **where to park** and **how to access** the building. All contractors and their employees **must** enter the building through the parking garage.
9. All workers are permitted to unload their materials and equipment close to the service elevator. The service elevator is designated with interior pads for protection. If an elevator is not padded, please contact the management office. Workers may **not use** passenger elevators at any time.
10. After unloading, workers **must** park their vehicles on the side of the building or where specified by Site Management.
11. **Preparation work**, including wet saws, mixing paint and mud grout, etc. is **not** permitted in the garage, exterior balconies, or lanais. **All such work**, including **wet saw setup**, **must be done inside the owner’s unit, and if applicable, within a plastic tent to prevent dust and water intrusion.**
12. Trash chutes must not be used, nor is any trash to be left in the owner's unit, storage area, parking area or hallways. The maintenance staff and/or Site Management will provide information on the proper disposal of trash. All trash and debris must be hauled off by the contractor on a daily basis.
13. Grout, paint, wall mud, or any other material **must not** be poured down drains, sinks, toilets, or bathtubs. The maintenance staff and/or Site Management will provide the location of the designated cleaning area.
14. Worker breaks, including lunches, are confined to the owner's residence when taken inside the building.
15. No radios used by workers are permitted in the building unless they are used with headphones.

16. Access to the individual condominium units must be arranged by the owner, decorator or other designee.
17. Contractors are not to tamper with or hang extension cords from any sprinkler heads. When spray painting, all sprinkler heads must be properly protected.
18. Smoke alarms must be kept in place at all time. Contractors must use proper protection for all smoke alarms and security devices during interior finish work that generates heavy dust, such as sanding, painting, etc. If a contractor is found to be responsible for setting off a smoke alarm, the contractor may be subject to a fine.
19. Workers are not to wander around areas other than the specific area or residence they are assigned to.
20. **Flooring:** Any owner electing to install hard surface flooring materials such as tile, marble, wood, etc. is required to follow the attached "Sound Control Specifications". The Owner is required to submit, **for prior approval**, to the Board of Directors or its representative, the proposed hard surface floor underlayment material, including manufacturer and material specifications. Written approval for the proposed material is required prior to installation. **An inspection of the installation of the sound-controlled material by the maintenance staff must take place prior to the installation of the hard surface flooring.** Installation procedures must meet or exceed the accompanying sound control guidelines. It is the responsibility of the unit owner to forward the "Sound Control Guidelines and Specifications" to the contractor.
21. Each owner is responsible for their decorators, contractors, and subcontractors. Decorators, contractors, and subcontractors are on the premises at their own risk and agree to indemnify and hold harmless the Dunes of Naples Community Association, Inc. its employees, Directors, and Site Management for any liability and/or damages, which may arise in connection with their activities on the premises.
22. If a decorator, contractor, or subcontractor discovers a defect in a unit, they must immediately notify The Dunes maintenance staff and Site Management. **Do not proceed with any work until corrections are made.**
23. **No smoking is allowed in the garage, stairwells, elevators, hallways and common areas.**
24. Please help us keep the building clean.

**Please Note:**

**All contractors' activities will be monitored during the day. Please be advised that if any contractor or subcontractor is not in compliance with the preceding guidelines, rules, and regulations, it may result in the company being banned from building/property.**

**Thank you for your cooperation.**

**Please complete in full the following page of “Acknowledgements”  
to be submitted with ALL REQUIRED paperwork.**

## **Sound Control Specifications:**

### **Hard-Surface Flooring:**

It is mandatory to follow all sound control and removal specifications. To avoid extra work redoing your floor, please read and follow these guidelines.

**New flooring materials cannot be installed over the existing flooring. Removal of flooring materials other than carpet must be removed with a floor machine.**

**The following inspections are required by management; a concrete slab inspection when materials are removed and prior to new materials being installed. An inspection of the underlayment prior to installing any new flooring. Please call (239) 593-8060 to schedule.**

**Tile, Marble or Wood-** Sound Control Specifications - Proflex RCU 250 underlayment is required beneath all hard surface flooring

**Luxury Vinyl Tile:** Proflex LV200 or LV100 may be used in conjunction with an LVT (Luxury Vinyl Tile).

**Underlayment for Lanai Flooring:** A waterproofing system must be installed and inspected before the finished product is installed. Please contact site management (239) 593-8060.

**Flooring:** Any owner electing to install hard surface flooring materials such as tile, marble, wood, etc. is required to follow the above "Sound Control Specifications". The Owner is required to submit, for prior approval, to the Board of Directors or its representative, the proposed hard surface floor underlayment material, including manufacturer and material specifications. Written approval for the proposed material is required prior to installation. An inspection of the installation of the sound-control material by the maintenance staff must take place prior to the installation of the hard surface flooring. Installation procedures must meet or exceed the accompanying sound control guidelines. It is the responsibility of the unit owner to forward the "Sound Control Guidelines and Specifications" to the contractor.

## **The following guidelines must be followed for all sound-control materials.**

1. Work preparation such as wet saws, mixing paint and mud grout, etc. is not permitted in the garage, exterior balconies, or lanais. Wet saw setup must be done inside the owner's unit and within a plastic tent to prevent dust and water intrusion.
2. All approved underlayment must have tight butt joints – any joint wider than 1/16" will not be accepted and will require use of duct tape material. No voids or missing pieces in the underlayment installation will be accepted.
3. A strip of underlayment 3" to 4" high and/or other approved sound-control material must be placed on edge, tight against the baseboard to prevent contact with any hard surface such as the concrete slab, steel studs, pipes or other mechanicals. This material will remain in place until after all grouting. At that time, it can be cut down to 1/8" to 1/4" below the surface of the finished floor to allow for caulk joint. Only sand-free caulk in matching color to the grout may be used for the perimeter caulking. When done properly, this process greatly reduces the amount of sound transfer throughout the building.
4. All tile, marble, and setting material must NOT touch anything, including toe kicks, shower curbs, tub decks, sliding door thresholds, door casings, etc.
5. A sound-control inspection by the maintenance staff is mandatory upon completion of the sound-control material and prior to the start of the hard-surface flooring.
6. The pouring of wastewater down floor drains, laundry sink drains, toilets, and/or tub drains, etc. is entirely PROHIBITED. After an investigation, any clearing and/or repairs of clogged drainpipes are billable to the company responsible.
7. Owners, Decorators, or Contractors will be required to call in advance to set up an appointment with the Site Management and/or Maintenance Staff for the required inspections (239) 593-8060.
8. Decorators or Contractors requesting inspections, excluding owners, must be a qualified representative of the company performing the work and have the authority to approve noted corrections or problems with the underlayment.
9. The Association and/or its property management company reserves the right to deny approval of any sound-control installation that does not meet specification standards outlined.
10. It is the responsibility of the unit owner to forward the "Sound Control Guidelines and Specifications" to the contractor and subcontractor.

**Acknowledgment of Association Guidelines for Decorators, Contractors, and Subcontractors/ Sound Control Specifications**

**I acknowledge and accept the guidelines and specifications outlined in this document.**

**Owner:** \_\_\_\_\_

Unit Address: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please list ALL sub-contractors' information on a separate sheet of paper. \*\***

**Estimated start & finish dates:** \_\_\_\_\_

**Scope of work (detailed as presented to client)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**With this application, the contractor must submit the following:**

- ☐ **Proof of licensing – Collier County**
- ☐ **Certificate of General Liability Insurance**
- ☐ **Certificate of Workman's Compensation Insurance**
- ☐ **Copy of ALL Permits and Drawings (if applies to work being done)**
- ☐ **Use of Proflex RCU 250 sound-control material (if applies to work being done)**
- ☐ **Use of water proofing system for lanai underlayment (if applies to work being done)**

**Please return the completed application with all required paperwork to: Dunes Management: [sitemanagement@dunesofnaples.com](mailto:sitemanagement@dunesofnaples.com). For questions call (239) 631-5017**

**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

**Managing Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_