

## **The Grande Preserve Requirements for Decorators, Contractors and Subcontractors/Lanai Screen Enclosures**

1. Owners must register with The Grande Preserve Management Office providing the name, address, telephone number and fax number 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 a list of names, addresses, and telephone numbers to the associations management office of all subcontractors who will be working in the residence, along with a schedule of the work to be done.
3. The Grande Preserve Management Office will coordinate with the owner's representative, the issuance of 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 and holidays.
5. Use **only** State of Florida, or Collier County licensed contractors and/or subcontractors whichever applies. **Submit proof of the licensing** to: The Grande Preserve Management Office for their records.
6. In order to receive authorization for access, contractors and all sub-contractors must provide management 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.

a) **“Certificate Holder”** information must be completed as follows: **Indicate the building/association name and address-** see example below.

**Grande \_\_\_\_\_ at the Grande Preserve Condominium Association,  
\_\_\_\_\_ Grande Way or Indies Way address, Naples, FL. 34110.**

b) **In the description block** please state: **“For work to be done in unit # \_\_\_\_\_, include the owners’ name. Proof of Worker's Compensation coverage must also be provided.**

7. **All owners, contractors, sub-contractors, etc. are required and responsible to pull the necessary local and state permits required. A copy of ALL permits must be submitted to the management office prior to any permitted-work commencing.**
8. The security guard will register all contractors and their employees at the front gate and notify the maintenance staff to assist with further direction on **where to park** and **how to access** the building. All contractors and their employees **must** enter the building through the lower parking garage. **Before starting any work, it is imperative that all contractors know the procedure. Please contact Grande Preserve Maintenance office at (239) 592-0989 for clarification on any/all procedures.**
9. Workers will be allowed to unload their materials and equipment close to the service elevator. Workers may **not use** passenger elevators at any time.
10. After unloading, workers **must** park their vehicles in the homeowner’s deeded parking space(s) or other

area specified by The Grande Preserve's maintenance staff.

11. **All work preparation** including wet saws, mixing paint and mud grout, etc. is **not** permitted in the garage, exterior balconies, or lanais. **All 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 property management will provide information on the proper disposal of trash. All trash and debris shall be hauled off by the workers 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 management will provide the location of the designated cleaning area.
14. Confine breaks and lunches to the owner's residence when taken inside the building.
15. No radios allowed in the building unless used with headphones.
16. Access to the individual condominium units must be coordinated through the owner, decorator or other designee.
17. Do not tamper with or hang extension cords from any sprinkler heads. When spray painting, all sprinkler heads must be properly protected.
18. Keep smoke alarms in place at all times. 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-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.
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 Grande Preserve at the Dunes Community Association, Inc. its employees, and 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 Grande Preserve Management staff. **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 the building/property. No modifications or intrusions of the fire regulated walls between the units or the roof of the building is permitted. No penetration of the concrete floors is permitted without approval from the Board and/or the President and/or the Manager/agent. Contractor(s) shall be responsible for the determination of the existence of buried post tension cables where work is to be performed. If post tension cable does exist contractor shall provide written certification by a recognized professional firm or engineer that they have located the buried post tension cables by x-ray detection and marked their location. Contractor shall notify management prior to penetrating into concrete slab be it ceiling or floor commencing any construction. This requires a 48-hour notice to the office.

Please be advised....

It is the responsibility of the owner and/or contractor to arrange for County Inspectors access to units. County Inspectors will not enter a unit unless escorted.

It is the responsibility of the owner and/or contractor to arrange for that escort.

The escort will not be Grande Preserve Maintenance Staff or Dunes Management.

**Acknowledgement of Association Guidelines for  
Decorators, Contractors, and Subcontractors**

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

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

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

Telephone Number(s): \_\_\_\_\_ cell: \_\_\_\_\_

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

Will the Concierge Center be issuing a key? \_\_\_\_\_ YES \_\_\_\_\_ NO

Email \_\_\_\_\_

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

Telephone Number(s): \_\_\_\_\_ cell: \_\_\_\_\_

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

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

**\*\*Please list additional contractors/subcontractors information on the back of this application\*\***

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

☐ **Scope of work being done:** \_\_\_\_\_

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

- ☐ **Proof of licensing – Collier County**
- ☐ **Concrete Scan report/Photos**
- ☐ **Certificate of General Liability Insurance**
- ☐ **Certificate of Workman's Compensation Insurance**
- ☐ **Copy of ALL Permits and Drawings (if applies to work being done)**

**The screen enclosure being installed must meet the Association's aesthetic standards:**

**White aluminum extrusions**

**Charcoal screen**

**Single panel opening ONLY- NO MULL BARS**

**Please return completed application with all paperwork to:**

**Grande Preserve Management**

**280 Grande Way – Naples, FL 34110**

**Office: (239) 592-0989 – Fax (239) 592-5174**

**Email: [grandepreserve@dunesofnaples.com](mailto:grandepreserve@dunesofnaples.com)**

**Approved:** \_\_\_\_\_ **NOT-approved:** \_\_\_\_\_

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