

The Dunes Requirements for Decorators, Contractors and Subcontractors/Lanai Screen Enclosures

1. Owners must register with The Dunes Site 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 unit owner will coordinate with the contractor or contractor's representative, the issuance of access to the unit.
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 Dunes Site 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.

The Dunes of Naples (indicate I, II, III) _____ Condominium Association, Naples, FL. 34110.

_____ **Address, Naples, FL 34110**

OR

Sea Grove at the Dunes Condominium Association

_____ **Address, Naples, FL 34110**

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

c) **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 North garage. **Before starting any work, it is imperative that all contractors know the procedure. Please contact** the management at **office at** (239) 59.-8060 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 on either side of the building(s) or other area specified by the 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.

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 Maintenance Staff or Dunes Management.

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

Thank you for your cooperation

**Acknowledgement of Association Guidelines for Decorators, Contractors,
and Subcontractors/Lanai Screen Enclosures**

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

Owner: _____
Unit Address: _____
Telephone Number(s): _____ cell: _____
Owner Signature: _____ Date: _____
Email _____

Contractor: _____
Telephone Number(s): _____ cell: _____
Contractor Signature: _____ Date: _____
Email Address: _____

****Please list additional contractors/subcontractor's information on a separate piece of paper and submit with this application****

- Estimated start & finish dates** _____
 - Scope of work being done:** _____
-

With this application, 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)**

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:
Dunes Site Management Office
310 Dunes Blvd. – Naples, FL 34110
Office: (239) 593-8060 – Fax (239) 592-8050
Email: sitemanagement@dunesofnaples.com**

Approved: _____ **NOT-approved:** _____

Managing Agent: _____ **Date:** _____