

The Grande Excelsior – Lanai Screen Enclosures
Requirements for Decorators, Contractors and Subcontractors

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 work to be performed. The start and completion date must be listed on each contract to assure adherence to the Grande Excelsior Requirements for Decorators, Contractors, and Subcontractors. (It is recommended that each contract include wordage to stipulate that monetary penalties will be imposed on the Contractor(s) should there be any scheduled completion dates that are not met.) Amended 1/12/15
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 Sunday. **No Extensive construction (Floor covering, Hurricane shutter install, hammering, drilling, etc....)** during the following holidays.

Easter – 3/29/18 thru 4/1/18	Rosh Hashanah 9/10/2018
Memorial Day – 5/25/18 thru 5/28/18	Yom Kippur – 9/18/2018 thru 9/19/2018
Independence Day – 7/4/18	Thanksgiving – 11/19/2018 thru 11/25/2018
Labor Day 9/3/2018	Christmas – New Year’s Day – 12/17/2018 thru 1/1/2019

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 \$500,000 aggregate.
- a) **“Certificate Holder”** information must be completed as follows:
Indicate the building/association name and address- see example below.
- Grande Excelsior at the Grande Preserve Condominium Association,
285 Grande Way, 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 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.

Any unit owner wanting to modify their floor, over 100 square feet, must use a flooring removal machine in lieu of jack hammering to remove the existing flooring. (example National-1500 quick load) Jack hammering will not be permitted unless approved by Site Management.
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 Grande Preserve Maintenance Staff or Dunes Management.

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

**Acknowledgement of Grande Excelsior Association Guidelines for
Lanai Screen Enclosures**

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

Owner: _____

Unit Address: _____

Telephone Number(s): _____ cell: _____

Email _____

Owner Signature: _____ Date: _____

Will the Concierge Center be issuing a key to the contractor(s): _____ YES _____ NO

Contractor: _____ Email: _____ Telephone

Number(s): _____ cell: _____ Contractor

Signature: _____ Date: _____

Estimated start & finish dates _____

Scope of work being done: _____

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

With this application, contractor must submit the following:

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

- 1. White aluminum extrusions**
- 2. Charcoal screen**
- 3. Single panel opening ONLY – NO MULL BARS**

- 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)**

**Please return completed application to:
Grande Preserve Management – 280 Grande Way – Naples, FL 34110
Office: (239) 592-0989 Fax (239) 592-5174
Email: grandepreserve@dunesofnaples.com**

Approved: _____ NOT-approved: _____

Managing Agent: _____ Date: _____