

## The Dunes of Naples Requirements for Decorators, Contractors and Subcontractors/Sound Specifications

1. Owners must register with The 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 Site 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 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,**  
**(address \_\_\_\_\_ Dunes Blvd., Naples, FL. 34110.**  
**OR (if the work is being done in the Sea Grove Coach Homes**  
**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 parking garage. **Before starting any work, it is imperative that all contractors know the procedure. Please contact Management at (239) 593-8060 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 the side of the building or where specified and authorized by Dunes Maintenance.
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 Dunes of Naples 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 Dunes Maintenance 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 complete in full the following page of "Acknowledgements"  
to be submitted with ALL REQUIRED paperwork.**

**Thank you for your cooperation**

## Sound Control Specifications

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

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

**Please note: Proflex RCU 250 sound-control material must be used for all hard-surfacing flooring projects.**

**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.**

**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 laying 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 drain-pipes 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 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 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. Please note: Proflex RCU 250 sound control material MUST be used for all hard-surface flooring projects.**

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

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

Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

**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)**
- Use of Proflex RCU 250 sound-control material (if applies to work being done)**

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

**Dunes Site Management**

**310 Dunes Blvd, Naples, FL 34110**

**or email to [sitemanagement@dunesofnaples.com](mailto:sitemanagement@dunesofnaples.com)**

**Office (239)631-5017 - Fax 239-593-8050**

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

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

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