

COVE TOWERS PRESERVE CONDOMINIUM ASSOCIATION INC.

POLICY & PROCEDURE

RULES FOR DECORATORS, CONTRACTORS AND SUB-CONTRACTORS

1. The unit owner must pre-register with the Management Company providing appropriate contact information of the unit owner's representative who will be overseeing the work being done in the unit whether it be the interior decorator, the general contractor or the unit owner.
2. All unit Alterations/Additions and/or Modifications other than cosmetic or decorative, must receive prior written approval from the Board of Directors.
3. Prior to commencing work, the unit owner's representative must submit to the Management Company, a list of names, addresses and telephone numbers of all subcontractors who will be working in the unit, together with a schedule for their work.
4. Work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday except the following Federal holidays (New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas).
5. The contractor must have Type "B" licenses in Collier County and/or Lee County and submit proof of same for the Management company's file.
6. Prior to authorization for access, the contractors and all sub-contractors must produce from their insurance carrier a Certificate of Insurance of general liability of no less than \$250,000 per occurrence and no less than \$500,000 aggregate, and provide proof of Worker's Compensation coverage for the Management Company's file.
7. Workers will be allowed to unload their materials and equipment close to the elevator designated for their use. The Management Company will designate the elevator that workers are to use and only that elevator shall be used for such purposes. The floor of the elevator cab must be covered for protection. Covering must be removed at the end of the work day and replaced whenever work continues.
8. After unloading, workers must park their vehicles in the designated area specified by the Management Company. Service doors must not be left open unattended. Lower elevator lobby doors are not permitted to be propped open at any time. Owners must provide monthly service codes to contractors.
9. Work Preparations will not be allowed on the ground floor, i.e. mixing of paints, mud, grout, etc.
10. The trash chutes are not to be used, nor is any trash to be left in units or hallways. The Property Manager will provide information on disposal of trash.
11. All trash and debris shall be hauled off the property by the workers on a daily basis, unless a dumpster specifically designated for their use is available

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12. Grout, paint, wall mud or any other material must not be poured down building drains, sinks, toilets or bathtubs.
13. Sub-contractors are not to use carts owned by the Condominium.
14. Breaks and lunches, if taken inside the building must be confined to owner's unit.
15. No radios will be 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.
18. Unit smoke alarms are to be left in place. They are to be properly protected during interior finish work, which generates heavy airborne particles, i.e. sanding and painting.
19. Workers are not to wander around areas other than the specific area or unit to which they are assigned.
20. Flooring – Each unit owner who elects to install any portion of their unit with new flooring shall first be required to install an approved underlayment as follows:
For hard surface flooring materials (marble, wood, tile) or vinyl, Proflex 90 MSC or a product with equal or better Sound Transmission Class (ASTM-E90-02), Impact Insulation Class (ASTM-E989-90/492-90) and Moisture Vapor Protection is required. Any substituted product must have verified performance specifications published on the manufacturer's publically accessible website and must include actual testing results from a certified lab. The perimeter sound isolation material must be installed in accordance with the procedures as described in the additional material provided.
For carpeting, a ten-pound pad is required long with verified specifications.
Each owner is required to submit for approval to the BOD or its representative the proposed underlayment material and documentation. Written approval for the proposed materials is required prior to installation of any new flooring, and installed underlayment must be inspected and approved prior to installation of the new flooring.

A. Isolation Barrier

1. At the perimeter of the entire floor, and the periphery of all protrusions to that floor; fiberglass board (6-15pcf) not less than 3/8 of an inch (9.525 millimeters) thick, to minimize flanking, should be used within ¼ inches (6.35 millimeters) of the finished surface.
2. Closed cell polyethylene foam (2.7 – 9pcf) not less than ¼ of an inch thick (6.35 millimeters) may also be used as the perimeter isolation barriers.

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3. The fiberglass board of the polyethylene foam can be cut into strips and held in place with a few spots of acoustical sealant. If the strips are too tall, they can easily be trimmed within ¼ inch of the finished surface after the tile is grouted; therefore keeping any hard residue out of the finished surface after the tile is grouted, therefore keeping any hard residue out of the perimeter grout joints.
- B. After the tile is set and grouted, additional time should be spent to check the perimeter of the entire floor and the periphery for any protrusions such as pipes, so as not to have any mortar, bond coat, or grout, touching the walls or any protrusions that penetrate the floor. Should any of the hard material from the installation make contact between tile or setting bed and the wall, or a penetration protrusion, a large reduction in the sound rating will occur. After grouting, but before the edges are caulked, trim the polyethylene sheeting back to the top of the fiberglass or polyethylene foam edging.
- C. A sealant is required at the perimeter of the entire floor, and the periphery of all protrusions to that floor.
1. This joint shall be ¼ inch wide (6.35 millimeters) from the finished top of the tile. This joint must be filled with an elastomeric sealant or an acoustical sealant. Hard grout is unacceptable.
 2. This caulking can be done before or after grouting as long as the hard grout is left out of the joint between the floor and the wall and around the periphery of any protrusion.
 3. If USG acoustical sealant is used, the joint can be painted to conform with the color of the grout used in the field.
 4. Dow-Corning and G.E. Silicone sealants come in variety of colors to harmonize with the color of the tile.
21. The Unit owner is responsible for his decorator's contractors and sub-contractor's actions and inactions while on the premises. Decorators, contractors and sub-contractors are on the premises at their own risk and agree to indemnify and hold harmless to the Condominium Association for any liability or damages which might arise in connection with their activities on the premises.
22. Smoking, while discouraged, will only be allowed in the individual units with the owner's permission.

Activities will be monitored during the day. Non-compliance may result in your decorator, contractor or subcontractor being barred from the building.

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