



Vizcaya of Bradenton Condominium

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REMODELING YOUR UNIT: A Guide for Unit Owners and Their Contractors

***Terms and Conditions Governing Remodeling and Repair**

***Application Procedures**

***Permit Application Forms**

Your Guide to Unit Remodeling and Repair at Vizcaya of Bradenton Condominium Association, Inc.

Residents of Vizcaya of Bradenton are both individual and collective owners of this unique, large, complex property. Undertaking individual unit remodeling, especially on a major scale, has potential impact on both common elements held by the Association and on neighboring units. This Guide, which spells out rules, policies and practices governing such remodeling and repairs, is designed to facilitate a smooth process of change which will protect all parties involved. It is a process which engages the unit owner, the Architectural Committee and Board of Directors at Vizcaya of Bradenton and the contractors involved.

For its part, the Board of Directors at Vizcaya of Bradenton is required by Florida Statute and in the Declaration of Condominium to maintain a set policy to preserve the structural integrity of the property in keeping with the uniform standards and the architectural continuity of the community whether in a unit or Limited Common Elements. In order to protect the interests of the Association, the Board acts in the following broad ways:

1. Through its Architectural Committee, it reviews specific plans prior to approval of the commencement of any work
2. Requires proof of licensure and insurance coverage by owner and contractors.
3. Require deposit for any possible damage to common or limited common elements.
4. May utilize a professional consultant to ensure that the work undertaken is done in conformance with that approved by the Board
5. Limits hours of construction to Monday through Friday from 8:00 A.M. to 6:00 P.M. and limits structural borne noise from any project to between 9:00 A.M. and 4:00 P.M. All noise must stop at 5:30 P.M. and all workmen must be off the property by 6:00 P.M.
6. Limits parking of construction vehicles to designated areas.

Owners, too, have responsibilities in this process. In the broadest sense, they are expected to:

1. Participate in a pre-application meeting with the Manager of Vizcaya of Bradenton and their selected contractor to discuss all steps and requirements for remodeling or renovation within a unit
2. File a complete application prior to noon on the second Friday of the month. This will allow for the time necessary for the ARC to review it and give their recommendation to the Board. The Board will review and vote on it at the monthly Board of Directors meeting.
3. Provide copies of licensure for contractor and contractor's proof of insurance
4. Work collaboratively with the Association's Manager, Committee or consultant and allow timely inspections
5. See that all construction related damage is repaired and all areas are cleaned up

This Guide provides a step by step pathway through the remodeling or renovation process, along with necessary forms and terms and conditions for undertaking major work.

Terms and Conditions for Remodeling

I. Construction Requirements

1. All work shall be performed in a professional and workmanlike manner and in strict accordance with this document, all current Manatee County and State of Florida codes, the approved design specifications of manufacturers and any additional requirement of the Condominium Association for particular projects.
2. The Architectural Committee or Board of Directors may prescribe work schedules, types of construction equipment or other protections for the Association and other units.
3. The Unit Owner (or his Contractor) shall obtain all required building permits and submit a copy of each permit to the Manager prior to the commencement of any work. A copy of the contractor's license, as well as the licenses of any and all subcontractors, shall also be submitted.
4. There will be no new modifications, intrusions or channeling of the common elements without the written approval of the Building Committee, its structural engineer and fire protection consultant, and the Board of Directors.
5. There will be no modifications or intrusions of the fire regulated walls between units.

Before any changes in the approved design or materials are permitted, proposed changes must be submitted to the Architectural Committee. Any work or materials not approved by the Committee and the Board of Directors will be removed at the Owner's expense. The Board of Directors does have the right to impose a fine if the work completed exceeds the scope of work in this application, which has been approved by the Board of Directors.

II. Insurance Requirements

1. No work shall commence until the Contractor and/or Sub-Contractors have provided in writing the following insurance certificates with the minimum limits indicated. Such written documents shall be signed and endorsed by the insurance agent responsible for maintaining the applicable coverage and submitted to the AP Manager.

CONTRACTORS INVOLVED IN STRUCTURAL REPAIRS

<u>Type of Coverage Requirements</u>	<u>Minimum Limit</u>
Public Liability Insurance (Including completed operations)	\$1,000,000
Property	amount of improvement
Workers Compensation Insurance	\$500,000/\$500,000/\$500,000
Automobile Liability	\$500,000

CONTRACTORS INVOLVED IN NON-STRUCTURAL REPAIRS

<u>Type of Coverage Requirements</u>	<u>Minimum Limit</u>
Public Liability Insurance (Including completed operations)	\$300,000
Property	amount of improvement
Workers Compensation Insurance	\$100,000/\$500,000/\$500,000
Automobile Liability	\$300,000

Notwithstanding the above minimum amounts, no insurance coverage shall be less than the minimum required by Florida law.

2. Each required insurance policy shall name VIZCAYA OF BRADENTON CONDO., ASSOC., INC. as an **additional insured** for the duration of the project and associated construction activity. The additional insured documentation shall include a clause requiring a minimum of ten (10) days notice to be provided to the Association before termination or modification of such policy.

III. Inspections

The Association shall maintain the right, but not the obligation, to inspect prior to work starting, in progress and after completion. However, Association inspections do not relieve the Owner and Contractor from their exclusive responsibility to assure that the work is done in conformity with approved plans and specifications, Association requirements and current Manatee County and State of Florida codes.

IV. Property Protection and Security

Upon arrival on property each Contractor is to inform the office of personnel on property, hours of work and machinery, equipment or vehicles in use that day. All landscape plantings, including trees, must be protected. Any damage to common elements must be immediately reported to the Manager in the office or Maintenance Staff on-site.

Contractors shall obtain contractor parking pass.

It is the expectation that all Contractors will advise their crews that Vizcaya of Bradenton is a

year round residence for many people. Every effort should be made to do their work in the least disruptive ways possible, even as the Association recognizes that all construction has accompanying noise.

Steps to Remodeling and Renovation

1. Owner goes to Website or the Manager's Office to secure the Application for Remodeling form.
2. The owner submits the Application along with remodeling plans, detailed drawings to the Manager who will then forward it to the Architectural Committee for review. This shall be received no later than noon on the second Friday of each month. This will allow for the review and approval process.
3. The Manager will arrange a meeting with the owner and contractor to discuss the remodeling/renovation process at Vizcaya of Bradenton, if needed.
4. Following its review, the Architectural Committee will vote to approve, disapprove or seek more information about the permit application, reporting its action in writing to the owner. In the event of requests for more information or denial, reasons will be stated so that the owner can consider changes that may allow later approval. Final approval will only follow submission of adequate final plans and information.
5. Upon notice of approval by the Architectural Committee, the Chair of the Architectural Committee then forwards the application and owner's plans, its findings and recommendations for to the Board of Directors for its approval.
6. Following Board approval, Manager's Office will issue a permit once a copy of any required building permit is received. No contractors will be admitted on the premises to commence work until all Association and city building permits are issued.
7. As work progresses, the Association's Manager or Professional Consultant may carry out inspections as outlined in the section entitled "Construction Terms and Conditions" or as otherwise outlined by the Architectural Committee.
8. Upon completion, if required, the Association's professional consultant will file a final report. The Association's expenses for the professional consultant will be submitted to the Manager for review and then invoiced to and paid for by the remodeling owner.
9. Clean up and/or repair of common or limited common areas, i.e. stairs, courtyards, landscaping, parking lots/sidewalks. This will be strictly enforced by Management. If the Association incurs costs for any such clean up/repair, the owner will be invoiced and the deposit will be applied against the charges.