

LIONS GATE OF NAPLES, INC
RULES GOVERNING CONSTRUCTION
AND CONTRACTOR ACTIVITY

JANUARY 2018

The following rules are in addition to those rules set forth in the House Rules governing the use of contractors or service personnel by an apartment Owner. The rules below outline the Board of Directors requirements when a unit Owner employs a contractor to do major alterations or renovations of their unit. **Prior to any work being started the Board of Directors require that a copy of these rules be acknowledged by the contractor and returned to the Board Secretary.**

1. All unit Owners should be thoroughly familiar with **Section 11.3, and 11.4 of the Declaration of Condominium** which outlines the responsibilities of the unit Owners as well as when the unit Owners must get written Board of Directors approval before alterations are started. The Board may also require a review of the design plans and evidence of insurance when extensive apartment renovations are planned. The Board will require a start and completion date on any major renovation. A prolonged renovation is a major disruption to the other Owners on the floor as well as the other Owners in the building.
2. All work is to be carried out between May 15th and October 15th. Unit Owners are responsible for timely submittal of plans for approvals and permitting. Any request for an extension of the completion deadline must be submitted, in writing, to the Board of Directors. No extension of time will be granted due to delays in plan submittals, permitting or contractor performance.
3. Hours of work for a contractor shall be from 8:00 AM till 4:00 PM Monday through Friday. The job supervisor will log in and out at the service entrance each day.

4. Work must stop at 4:00PM in order for the contractor to clean any dust or waste material that may have accumulated in the halls, elevator, lower lobby or the outside parking area. It shall be the responsibility of the building Manager to inspect and ensure that all areas are clean before the contractor leaves the premises each day.
5. Before any work is started, a protective runner, securely taped down, must cover the affected carpet area from the elevators to the apartment door. It will be the contractor's responsibility to clean the runner each day. The service elevator is the **only** elevator that is to be used by the workman each day.
6. At the beginning of each work day, the protective pads and the floor covering will be placed in the service elevator. The pads and floor covering are to be removed by 4:15 PM. The building Manager will ensure that this is done.
7. If the driveway or any area near of in the garage is used to mix or fabricate materials, this area shall be cleaned at the end of each day. The tracking of dust or building materials in the parking area shall also be cleaned.
8. On any major renovation a dumpster will be required to store any discarded materials. The dumpster shall be place in the parking lot near the main road. It shall have a cover screen and be emptied on a regular basis. No materials shall be piled higher than the height of the side of the dumpster. A porta-potty may also be required.
9. The apartment under construction must be kept "broom clean." The building Manager will regularly inspect the apartment to ensure that it is being cleaned.
10. Any damage to the building, elevators or floors will be repaired at the expense of The Owner of the apartment. This includes cleaning of the lobby floors, repainting the sides of the elevator doors and/or the service door in the basement area.
11. Should the contractor not abide by the rules, the Manager will contact the Board of Directors who will discuss the problem with the Owner. It shall be the Owner's responsibility to ensure that the cleanliness of the building is maintained and that the contractor abides by the rules. The Board may refuse the contractor access to the building if there is a lack of cooperation on the part of the Contractor.

The undersigned parties agree to the above:

Owner

Date

Contractor

Date