

# LIONS GATE OF NAPLES, INC

## REMODELING, RENOVATIONS AND REPAIRS

### GUIDELINE FOR OWNERS

JANUARY 2018

1. Any unit Owner considering renovations or remodeling in his/her unit must notify the President of the Board ( email is sufficient) regarding the proposed changes. The President will then inform the Board of Directors.
2. For a large project, complete renovation plans and timeline must be submitted to the President and Directors for approval. A smaller project requires a detailed written Proposal or basic plan and outline. The Board of Directors shall have, at their own discretion, the right to call upon an Engineer or other professional help to advise them whenever they deem it necessary in analyzing, for approval, the plans of a unit Owner's remodeling or renovation. The cost of these services shall be paid by the Association and then billed to the unit Owner who requested the approval. Once the Board has approved the project plan, work can be carried out during the designated time. NOTE: A large project is defined as moving any plumbing fixture location or rotating toilets.
3. 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.
4. Normal interior decoration (wallpapering, painting) and regular maintenance may be done throughout the year. Emergency repairs (plumbing, appliance replacements, etc) can be made at any time.
5. Owner will be responsible to assure that all contractors and subcontractors are properly licensed, insured and have a valid building permit, when required. On all large projects Owners will be asked to post a \$1000.00 damage deposit fee with Lions Gate. This deposit is refundable if no damage occurs at Lions Gate.

6. Contractors and their employees and all trades people can be in the building only Monday to Friday, 8:00 A.M. to 4:00 P.M. The contractors must check in with the Manager at the start of their project. Contractors and Subcontractors must  
  
sign in and out in the register at the service entrance every day. The Owner is responsible for the contractor's activities while on Lions Gate premises and should not provide contractors with unit keys without prior approval from the Manager.
7. Unit Owner must notify the Manager regarding trades people in the unit . Manager will install protective floor and wall coverings in the service elevator. These will be installed each morning and removed at the end of each working day. The contractor is responsible to install a protective runner, securely taped down, to cover the affected area from the elevator to the apartment door. This runner must be removed at the end of the day on Friday and reinstalled on Monday morning. If the Owner of the unit under going renovation is away, the Manager will check that the door of the unit is locked at the end of the work day.
8. No renovation is to enter the slab of the unit in any way.
9. Any new piping required due to the rotation of toilets or added or relocated sinks will require a complete inspection by the Association's engineer at the cost of the unit Owner. The engineer will report to the Association concerning the changes.
10. Locations of exterior windows and doors are permanent and must not be modified.
11. Sliding glass doors to the balconies from living room, dining room and bedrooms are to be kept as they are with impact resistant glass.
12. Floors in the entrance foyer, living room, dining room, kitchen and bathrooms may be tile or wood. Underlay of approved material (such as Proflex 250, one quarter inch minimum thickness) must be used for noise control. Bedrooms are to be carpeted.
13. All hot water tanks must be replaced if more than 10 years old.