

TO: UNIT OWNER

ADDENDUM A

FROM: BUILDING COMMITTEE

Effective Feb. 2011

SUBJECT: REMODELING

Please familiarize yourself with the REMODELING GUIDELINES and complete the APPLICATION FOR REMODELING which must be submitted to the Building Committee at least 30 days before you plan to start remodeling.

Your Contractor must meet with the Property Manager 2 weeks before your project is to start to review the project, permits and our REMODELING GUIDELINES.

If you anticipate the necessity to enter your neighbors unit as part of the project, you must complete our INDEMNITY AGREEMENT with your neighbor. This form is available in the office.

BUILDING COMMITTEE MISSION STATEMENT

The Indies West Building Committee operates on the premise that owners in our complex share a mutual interest and desire to preserve the value, integrity and general appearance of our buildings and grounds. Our goal is to exhibit a standard of excellence consistent with residences located in the Moorings area.

To achieve our goal, we will adhere to guidelines established under Indies West's Declaration of Condominium, Association By-Laws, Rules and Regulations and Guidelines for Remodeling. The Committee will base decisions and take action with the best interest of the entire community being paramount. A cost vs benefit analysis, along with strict enforcement of our Guidelines for remodeling will prevail when discussions, decisions or disputes regarding standards or specifications arise.

We have standards and specifications for many elements of the complex including windows, doors, glass sliders, exterior paint, roofs, shutters, attic air handler installation, etc. Recognition and adherence to these standards is the responsibility of all unit owners, and the Committee will adhere strictly to these documented procedures.

INDIES WEST ASSOCIATION, INC
GUIDELINES FOR REMODELING

APPLICATION FOR REMODELING

GUIDELINES FOR REMODELING

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- III. Cables over condenser unit on roof

APPLICATION FOR REMODELING

The Owner and Contractor agree to abide by the following GUIDELINES FOR REMODELING.

Owner Name and Unit Number: _____

Proposed Project Start Date: _____

Proposed Project Completion Date: _____
(There will be a \$100/day fine for unauthorized work done after the Oct. 31 deadline)

Unit Owner Signature and Date: _____

Contractor Name and License Number: _____

Contractor Signature and Date: _____

Deposit Check No., Date, Amount _____

I. TYPE OF INSTALLTION (CIRCLE OR DESCRIBE)

A. Interior Remodel

- Kitchen,bath remodel or relocation _____
- Laundry appliance(s) addition or relocation _____
- Non-carpet floor coverings (2nd floor units) _____
- Wall removal or relocation _____
- Air conditioning equipment relocation _____
- Plumbing pipes or electrical relocation _____
- Other (describe) _____

B. Exterior Remodel

- Front or rear balcony glass enclosure _____
- Front or rear balcony shutter enclosure _____
- Front or rear balcony raised flooring _____
- Side window shutters _____
- Other (describe) _____

C. Restricted Remodel

• Alteration or removal of any concrete: _____

• Use of attic space above 2nd floor units: _____

• Exterior building components such as
Windows, doors, railings, wood shutters,
mail boxes, paint: _____

II. INITIAL MEETING: OWNER AND BUILDINGS COMMITTEE REPRESENTATIVE
Date, Participants and any specific comments: _____

III. REFERRAL TO ASSOCIATION CONSULTING ENGINEER: YES/NO
Date referred, by whom and reason for referral: _____

IV. APPLICATION APPROVAL: APPROVED/DECLINED
Date, by whom, signature and any comments: _____

V. INDEMNITY AGREEMENT: If necessary, obtain from the office. YES/NO

VI. CHANGE WORK ORDER APPROVAL: APPROVED/DECLINED
Date, by whom, signature and any comments: _____

List date/description of supporting documents (contract, shop plans, etc.): _____

VII. FINAL INSPECTIONS
Date and by whom: _____

VIII. COMPLETION APPROVAL
Date, by whom and signature: _____

GUIDELINES FOR REMODELING

I. BEFORE YOU SIGN A CONTRACT

These Guidelines restrict certain building materials and construction methods. Owners are encouraged to consult with their Contractors but should not execute a contract or permit ordering of materials until they have discussed the scope of their project with the Association's Buildings Committee Representative. (See Section VI – "Owner Responsibilities" below)

II. PARTICIPANTS IN THE PROCESS

These Guidelines require a cooperative effort by and between:

- The Unit Owners, their Contractors and Materials Suppliers, and
- The Association, its Buildings Committee Representative, Property Manager and Consulting Engineer.

More specific guidelines which pertain to Participant activities in the remodeling process are detailed as follows:

- For Owners: APPLICATION FOR REMODELING
- For Contractors: Appendix I – RULES GOVERNING CONTRACTOR ACTIVITY
- For Owners/ Contractors: Appendix II – SPECIFICATIONS GOVERNING BALCONY REMODELING
- For Owners/Abutters: INDEMITY AGREEMENT

III. PURPOSE OF THESE GUIDELINES

The Guidelines assist Indies West Owners in ensuring the:

- Upfront involvement of the Association in clarifying acceptable parameters for remodeling.
- Upfront understanding that future problems such as water leakage and concrete damage resulting from the remodel, and the remediation thereof, are the responsibility of the Owner and their contractor.
- Consistency of building exterior appearance.
- Mitigation of noise and nuisance to other owners.
- Understanding that the Association's Consulting Engineer is retained to protect the Association's interests, and not those of the Owner.

IV. DEFINING REMODELING

In general most remodeling can be characterized as either interior unit or exterior balcony glass/shutter remodeling.

Interior Unit Remodeling. The general cosmetic character of most interior remodeling does not intrude into the main load bearing and wind force resisting systems of the building. However, to assure no structural issues are compromised and to mitigate to the extent possible nuisance to neighboring unit owners resulting from the addition/relocation of certain appliances, plumbing or flooring, this process will be approved and will be monitored by the Association.

Exterior Balcony Glass/Shutter Remodeling. Improvements involving the exterior of the building generally fall under the Components and Cladding requirements of the Florida Building Code. Most of these improvements will use materials from pre-engineering to complete the project, the Association retains a Consulting Engineer.

The above activities, as well as restricted remodeling activities, are detailed in the "Application for Remodeling" form.

Tradesmen performing emergency or normal course of business maintenance/repair/service of unit owner existing facility where work is expected for completion in less than one day are subject to oversight by the Property manager rather than these Guidelines. Such tradesman would include plumbers, electricians, wall papering, air conditioning, telephone, cable TV, carpet cleaners, home cleaners, painters and carpet installers.

V. REMODELING IS PERMITTED FROM MAY 1 THROUGH OCTOBER 31 ONLY

The "Application for Remodeling" must be received by the Building Committee a minimum of 30 days before the work begins.

Unless approved by the Buildings Committee Representative in writing for a specified type of work and time frame, all work will adhere to the above dates.

Prior to the start of the remodeling (as defined in Section IV above), the unit owners must deliver to Indies West, a security deposit in the amount of the lessor of (1) one half of the total cost of the remodeling, or (2) \$5,000.00. If (1), the unit owner must also submit a copy of the signed contract with the contractor setting forth the total cost of the remodeling. The security deposit will be refunded upon completion of the remodeling. However, for each day from November 1 through April 30th, inclusive, on which construction takes place, Indies West may at its sole discretion retain and the unit owner will forfeit, 10% of the deposit amount. The Association may also deduct from the security deposit an amount equal to the cost of correcting damage to the common elements in the event the contractor, its subcontractors, suppliers, employees or agents cause damage to the common elements, as well as any legal costs it may incur in enforcing the remodeling rules. Indies West, as it may deem necessary, may also take legal action against the unit owner to curtail remodeling from November 1st through April 30th inclusive. The security deposit will not be required in emergency situations or when the remodeling can be started and completed in one day or less, as discussed in Section IV above.

VI. OWNER RESPONSIBILITIES BEFORE, DURING AND AFTER REMODELING

Upfront meeting with the Buildings Committee Representative prior to signing a contract. This is the foundation block in the remodeling process and will be initiated by the Unit Owner to discuss the general scope of the Owner's project.

Obtain approval for work commencement, change orders and project completion. All require signature of the Buildings Committee Representative on the "Application for Remodeling" form, a copy of which will then be provided to the Owner. Contractor may not commence work until such approval is in hand and any work performed outside the scope of such approval is subject to corrective action.

Ongoing project responsibility rests with Owner. The contractor may not substitute for the Owner with regard to Owner/Association issues. Nor will the Association substitute for the Owner with regard to Owners/Contractor issues.

Fees for the Association Consulting Engineer will be billed to the Owner by the Association.

Future costs associated with the maintenance, removal and reinstallation of owner installed remodeling, including circumstances when the Association needs to maintain structural elements of the buildings, are the responsibility of the Owner and their successor owners.

Costs incurred by the Association due to the failure of the Contractor to cleanup the job site or repair damage to Association property during or after project completion will be paid by the Owner.

Owner and Contractor indemnify and hold harmless the Association from all costs, claims, actions and expenses, including attorneys' fees, related to or as a result of the construction and maintenance of the remodeling project as well as damage by Contractor to Association Common Elements or adjacent unit owner property.

VII. CONTRACTOR RESPONSIBILITIES

See **indemnification clause** under Owner Responsibilities above.

Pre-construction meeting with the Property Manager 2 weeks prior to commencing site preparation. This is the foundation block in the Contractor/Association relationship and will be initiated by the Contractor.

Project completion with all possible dispatch. Contractor is expected to commit sufficient workforce and organization to preclude drawn out or stop/go workflow.

Non-compliance with these "Guidelines" will result in verbal notification by the Property Manager of corrective action necessary, failing which the Contractor is in jeopardy of being ordered to vacate the job site.

Safety. If Association representatives determine a safety issue exists, whether or not due to Contractor activities, they may require the Contractor to suspend work.

VIII. ASSOCIATION AND ENGINEER RESPONSIBILITIES

The responsibilities of the above parties are exercised to protect the Association's common elements and interests and are not to be construed as an endorsement of Owner/Contractor plans, materials or workmanship.

Approvals. Decision initial, change order and project completion approvals.

Engineer process. Determine when to employ the Association's Consulting Engineer.

Inspections. Determine frequency of progress inspections and whether to be performed by the Engineer, Property Manager, and/or Buildings Committee Representative.

"Guidelines". Monitor compliance.

APPENDIX I
RULES GOVERNING CONTRACTOR ACTIVITIES

I. PURPOSE OF THE RULES

These "Rules" assist the **Property Manager** and the **Contractor** in ensuring that impact of construction activity on Indies West residents is minimized to the maximum extent possible.

II. PRE-CONSTRUCTION MEETING WITH PROPERTY MANAGER

At least 2 weeks prior to work commencement, **Contractor** will arrange a pre-construction meeting with the **Property Manager**. The agenda for that meeting will include at least the following:

A. **Contractor will provide to the Property Manager's satisfaction:**

- Copy of Contractor's license
- List of all sub-contractors and copies of their licenses
- Copies of all necessary County and City permits
- Certificates of insurance for the Contractor and each sub-contractor
 1. Signed and endorsed as currently in force by the agent responsible for maintaining the applicable coverage.
 2. Naming the Indies West Association, Inc. as an additional insured for the duration of the project.
 3. Including a clause requiring a minimum of 10 days notice to be provided to the Association before any termination or modification of such policy.
 4. with the following minimum amounts (or greater coverage and amounts if necessary to meet the minimum required by Florida law):

Public Liability	\$1,000,000
Worker's Compensation	\$100,000/\$500,000
Automobile Liability (including non-owned vehicles)	\$500,000

B. **Property Manager will review with the Contractor:**

- Scope and timeline of the project as stated on the "Application for Remodeling".
- The Association's "Guidelines". **Contractor** will sign and retain a copy.
- Activities likely to be disruptive to neighboring unit owners and/or Association property such as excess vehicles, construction equipment, scaffolding, excessive noise.

C. **Contractor will:**

- Designate the responsible on-site foreman-in-charge. Any directions or notice given by the **Property Manager** to such individual will be considered notice to the **Contractor**.
- Confirm familiarity with the existing building concrete structure.

III. DURING THE WORK PHASE

Work commencement and site preparation will not proceed until the Property Manager provides written notice of approval to Contractor.

Existing concrete will not be disturbed except as follows:

Contractor will take all due diligent measures to verify that all penetrating connections and fasteners avoid embedded conduit or other service items. Buildings are not post-tensioned. Location of each concrete fastener penetrating more than 3/4 inch into the slab shall first be verified by drilling 1/8 inch diameter pilot hole. Any obstruction encountered will require relocation of the fastener/connector.

Work hours are Monday-Friday 8:00 A.M. to 5:00 P.M.

All workers and vehicles must be clear of the Association property by 5:00 P.M.

Prohibited activities on job site or Association property include portable radios, alcoholic beverages and loud language or aggressive behavior.

Workers' dress code involves presentable professional appearance to the satisfaction of the Property Manager.

Parking – only 1 vehicle allowed in owner's parking area near unit. Designated overflow areas are the common parking areas a) east of buildings B and C and b) west of building Q (south of building R).

Contractor Signs are not allowed on the property.

Materials storage must be in Owner's unit or garage, but not in public view on balconies or against windows.

Dumpsters are not permitted on Association property without the approval of the Property Manager.

Toilet facilities must be provided by Owner or Contractor. If such facilities are provided by an outside service, the Property Manager will designate an appropriate location.

Scaffolding or other such work site equipment which encumbers neighboring units must be installed/dismantled no more than 2 days before/after actual work.

Daily cleanup of exterior stairwells/walkways and other Association areas impacted by the work including materials/dust/debris will be swept or water-hosed to the highest standard prior to the daily departure from the job site.

Final inspection of the Association areas noted above will be conducted by the Property Manager at project completion. Damage repair to common areas will be invoiced to the Unit Owner.

APPENDIX II

SPECIFICATIONS GOVERNING BALCONY REMODELING

I. SCREENS

Front balcony screens maintenance is the responsibility of the Owner. If the Owner glasses in the front balcony, screens may be replaced by sliding screens that are a part of the window unit.

Rear balcony screen maintenance is the responsibility of the Owner. Only if the Owner glasses in the rear balcony may screens be replaced by sliding screens that are part of the window unit.

SCREEN FRAME COLORS:

All screens that are installed by the Association will be bronze. Screens that the owners install that are part of a window unit also must be bronze.

II. GLASS WINDOWS

Set back of the glass from the safety railing will be 2 inches to allow Association maintenance, repair and painting of that system. The glass may not encumber the railing or the vertical space above the railing.

Glass panel dimensions will be in (a) single floor to ceiling panels or (b) horizontal floor panels up to railing height topped by panels to the ceiling with widths as noted below. Dimensions are close approximates as they may differ slightly with each unit.

Front balcony

Face: 4 panels of 48 inches (one side of support column) and 3 panels of 42 inches (other side of support column). Horizontal floor panels will follow these guidelines or be 2 panels of 96 inches (one side) and 1 panel of 126 inches (other side).

(a) Side (window): 1 panel 36 inches

Wood door: May not be replaced by window panel or alternate style of door

(b) Side for units A1,2; D3,4; I3,4; M1,2; N3,4; O1,2; P3,4; and Q1,2:

- first floor units: 2 panels 48 inches
- second floor units: 2 panels 52 inches

Rear balcony

Face (2 bedroom units): 4 panels 48 inches

Face (3 bedroom units): 3 panels 59 inches

Side: 1 panel 36 inches

Glass tinting (brown) is permitted provided that its color is light enough so as to not be appreciably noticeable from the exterior of the building when the panels are in the closed position.

GLASS FRAME COLORS The outside of all built-out front and rear balcony window and glass slider frames must be bronze.

III. SHUTTERS

When an Owner is **both glassing in and shuttering** a balcony, one or the other will carry both the impact and structural (wind force) requirements. This will permit our existing non-code shutter specifications and exterior appearance to continue unchanged.

Shutter placement will be on the outside of the building and shutters will be motorized. **Storm bars** reinforcing the middle of the panels are not permitted.

A. Shutter panel dimensions will be single roll down panels with widths as noted below. Dimensions are close approximates as they may differ slightly with each unit.

Front balcony

Face: 4 panels of 48 inches (one side of support column) and 3 panels of 41 inches (other side of support column)

(a) Side (window): 1 panel of 36 inches

(b) Side for units A1,2; D3,4; I3,4; M1,2; N3,4; O1,2; P3,4 and Q1,2:

- first floor units: 1 panel 52 inches and 1 panel 44 inches
- second floor units: 1 panel 60 inches and 1 panel 44 inches

Rear balcony

Face (2 bedroom units): 4 panels of 48 inches

Face (3 bedroom units): 3 panels of 59 inches

Side: 1 panel of 36 inches

B. Component descriptions. To maintain consistency of exterior appearance, specifications for the following components are provided.

All sheet metal and metal parts to be aluminum (Al) or stainless steel to include castings, bolts, screws, hangers, braces, channels, rod, etc.

Slats of roll down shutter panels to be 1 1/2 inch or 2 inch.

Housing hoods to be preformed aluminum using ends of 9 inch square aluminum castings. Exception: 2nd floor rear balconies use 8 inch square.

Side rails to be 2 and 1/2 inches wide and must lock to the above hood casting.

Mullions to be 2 inches X 3 inches width.

Bottom rails (to be drilled to allow water drainage):

- Front balcony: 2 inches wide
- Rear balcony: 1 1/2 inches wide X 2 inches high

C. Installation

Attachment of the housing – front balcony

Second floor units mount the housing underneath the roof overhang.

First floor units mount housing to the surface face of the second floor unit floor.

The normal thickness of the floor of the upper unit is 6-7 inches. This must be shared by the housing of the unit of the first floor and the shutter of the upper unit when it is lowered. The first floor housing will use 3 1/2 inches and the second floor unit 2 1/2 inches.

At the boundary, a 2 inch X 3 inch X 1/8 inch piece aluminum angle will be installed prior to installing any shutter housing to form a ledge (3 inches) with the 2 inch side vertical for attaching the lower shutters and for the top shutters to rest on.

The housing for the shutter for the first floor unit must be cemented to the concrete and then caulked to make this joint water tight. In addition, a strip of aluminum sheeting will be shaped as an angle and fastened to the concrete above the housing. This will be cemented to the concrete and the housing to furnish additional protection against water leakage.

Attachment of the housing – rear balcony

Both first and second floor units will mount housings in accordance with Engineer's approved drawings. The construction of the rear balconies of two bedroom apartments differ slightly from that of three bedroom apartments.

At the middle of the concrete floor slab of the upper unit, a 4 inch X 4 inch aluminum extrusion will be mounted. The housing of the first floor installation may not extend higher than the middle of the extrusion; that is 2 inches must be left for the second floor installation.

The housing for the shutter for the first floor unit must be cemented, caulked and aluminum strip sheeted as detailed above for the front balconies.

Electrical work must be performed by a licensed electrician.

Painting

Slats will be "fawn" color. Since this color may not be consistently defined by manufacturers, a sample will be obtained from the manufacturer and compared to existing Indies West installations for conformity and to be approved by the Buildings Committee Representative.

All aluminum components mentioned above that are exposed when the shutters are open will be the color of or be painted the Indies West dark brown building trim (baked enamel finish).

IV. ACOUSTIC INSULATION UNDER 2ND FLOOR TILE OR HARDWOOD FLOORS

APPENDIX III

SPECIFICATIONS GOVERNING HVAC INSTALLATIONS

I. NEW INSTALLATIONS – PANS AND AUTO SHUT OFFS

Pans must be installed under new or moved air handlers to contain water leaks.
Auto air handler sensors that detect water in the pans must also be installed.

II. LOCATE AIR HANDLER IN ATTIC (2nd floor units only)

Placement of air handlers in the attic in 2nd floor units requires modification to the attic framing. The detailed engineer specifications that must be followed are in the Indies West office. Space must be provided for servicing equipment.

III. ROOF CONDENSER FASTENING

Roof condensers must be fastened to the curb platforms with cables that go over the Condenser units and connect to each eye bolt in the platform.