



LE JARDIN AT HAMMOCK DUNES, A CONDOMINIUM

RULES FOR DECORATORS, CONTRACTORS AND SUB-CONTRACTORS

- 1** The Unit Owner must provide the Property Manager in advance with the name, address, email address, telephone number, and fax number of the Unit Owner's representative who will be overseeing the work being done in the Unit whether it be an interior decorator, a general contractor, or the Unit Owner. A general contractor is strongly recommended, particularly if multiple trades are involved or the Unit Owner will not be in residence throughout the project duration.
- 2** Prior to commencing work, the Unit Owner's representative must submit to the Property Manager, a list of names, addresses and telephone numbers of all sub-contractors who will be working in the unit, together with a schedule for their work.
- 3** The Property Manager will coordinate with the Unit Owner's representative on the issuance of temporary passes for access for decorators and contractors into the Condominium.
- 4** Work hours are 8:00 a.m. to 4:00 p.m., Monday through Friday, provided that Management is on duty. Construction noise is prohibited before 8:00 a.m. All contractors must be off-site by 4:00 p.m.
- 5** The contractor and all sub-contractors must have all licenses required by Flagler County and other applicable governmental authorities and submit proof of same for the Property Manager's file.
- 6** Prior to authorization for access, the contractor 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 Workers' Compensation coverage for the Property Manager's file.
- 7** All contractors and their employees shall enter the building through the parking garage.
- 8 ELEVATORS.**
 - 8.1** Attempting to hold or prop the elevator doors open can cause the elevator to malfunction. Any repair costs necessitated by misuse of an elevator will be charged to the Unit Owner of the Unit involved.
 - 8.2** Moves and large deliveries must be scheduled in advance with Management for a time when the Service Elevator can be locked open and fitted with pads. This will reduce the risk of damage to the elevator and speed the pace of delivery.
 - 8.3** The Passenger Elevators are not to be used at any time by (sub)contractors or for the moving of furniture, freight or other personal property in and out of Units, unless an

exception has been agreed in advance with Management. Because the Service Elevators do not go above the seventh floor, Management will normally allow the window cleaners and HV/AC contractors to use the Passenger Elevators to access (and take equipment to) the roof. Depending on the circumstances, Management may also grant an exception in the event that a Service Elevator is out of service.

- 9** Contractors' and subcontractors' vehicles may not be parked in the garage. After unloading, workers must park their vehicles in an exterior parking area designated by Management.
- 10** Work preparations will not be allowed on balconies or private lanai terraces, *e.g.*, mixing of paints, mud, grout, etc. and cutting of tile, wood, etc. Instead, a staging area must be set up in the Unit Owner's private garage or inside the Unit.
- 11** The trash chute is not to be used by contractors and subcontractors, nor is any trash to be left in Units or Common Elements. Management will provide information on disposal of trash.
- 12** All trash and debris shall be hauled off by the workers on a daily basis.
- 13** Grout, paint, wall mud or any other material may not be poured down building drains, sinks, toilets, showers, or bathtubs. Check with Management for location of cleaning area.
- 14** Contractors and subcontractors may not use carts owned by the Association. (They must supply their own.)
- 15** Breaks and lunches, if taken inside the building, should be confined to the Unit they are assigned to.
- 16** No loud music is permitted in the building or on the lanai terraces and balconies.
- 17** Access to the individual Units must be coordinated through the Unit Owner, decorator or other designee.
- 18** Tampering with, or hanging anything from, any of the sprinkler heads is prohibited. Sprinkler heads must be protected by covers specifically designed for this purpose prior to painting.
- 19** Unit smoke alarms are to be left in place. They must be properly protected during work which generates airborne particles, *e.g.* sanding and painting.
- 20** Workers are not to wander around in areas other than the specific area or Unit they are assigned to.
- 21** Each Unit Owner who elects to install or modify any portion of a Unit's hard surface flooring materials (*i.e.*, tile, marble, wood) shall first be required to install, in accordance with the manufacturer's recommendations and the requirements of the Board of Directors from time to time, an approved sound underlayment beneath it equal or superior to a Proflex 90 ml self-bonding elastomeric membrane. Each Unit Owner is required to submit for approval to the Board of Directors or its representative the proposed hard surface floor underlayment material. Written approval for the proposed materials is required prior to installation of hard surface flooring.
- 22** Each Unit Owner is responsible for his or her decorator's, contractor's, and subcontractor's actions and inactions while on the premises and in Hammock Dunes. Decorators, contractors,

and subcontractors are on the premises at their own risk and agree to indemnify and hold harmless the Association and Hammock Dunes Owners Association, Inc. for any liability or damages, which might arise in connection with their activities on the Condominium Property or in Hammock Dunes.

- 23** Should a decorator, contractor or subcontractor discover a defect in a Unit, they must notify the Property Manager immediately so the defect may be verified and corrected prior to doing any work which might be impacted by the defect.
- 24** Decorators, contractors and subcontractors are prohibited from smoking in the Condominium.
- 25** Please help us keep the building clean. Activities will be monitored during the day. Noncompliance may result in you or your firm being barred from the building.
- 26** The Property Manager may issue contractors who are working for the Association in the Common Elements with a key fob if they need to access the building multiple times during the day. In that case, the fob must be returned to the Property Manager at the end of the day. If a fob is not returned, it will be disabled, and a \$50 lost fob fee will be charged to the contractor.
- 27** Upon completion of renovations, remodeling, or redecoration of Units, the Unit Owner will be responsible, at the Unit Owner's expense, for any cleaning and/or repairs of Common Elements necessitated by the work including, but not limited to, the walls, doors and floors in the Service Halls.

If you have any questions, please contact the Le Jardin at Hammock Dunes Property Manager.