

Rivo at Ringling

UNIT RENOVATIONS / RULES GOVERNING BUILDING TRADES

1. No Owner shall make or permit the making of any material alterations or substantial additions to his or her Unit, the Common Elements, or Limited Common Elements, or in any manner change the exterior appearance of any portion of the Condominium Property, without first obtaining the **written approval** of the Board of Directors, which approval may be denied if the Board of Directors determines that the proposed modifications or alterations would adversely affect, or in any manner be detrimental to, the Condominium in part or in whole. You will need to provide, **a complete set of plans and a detailed description of what will be done with a timeline and completion date, and a copy of permits issued by Sarasota County.**
2. All Unit Owners who wish to install a hard surfaced floor must have prior Board approval and must install a sound control system with an **STC** rating of **no less than 59** in accordance with the manufacturer's specifications and in conformity with general contracting customs in this area. An Owner may substitute equivalent sound-absorbing materials if approved by the Board of Directors in advance. The Board reserves the right to require the installation and use of area rugs in portions of the Unit if, despite compliance herewith, the installation of the hard surfaced floor results in unreasonable noises or disturbances to the occupants of the Unit below, or other adjacent Units, in the reasonable opinion of the Board of Directors of the Association. Any Unit Owner who chooses to install a hard surfaced floor in his or her Unit must adhere to these requirements, and in proceeding with the installation in accordance herewith waives any and all claims, causes of action, or damages that the Owner may incur as a result thereof, and further agrees to hold the Association, and its Board of Directors, officers, employees and agents, harmless from any damages, causes of action, difficulties, problems, deficiencies, or failures of the hard surfaced flooring or sound absorption underlayment system. **You will need to provide a sample of the sound control system, and the manufacturer's specifications sheet. Building Maintenance Supervisor will need to inspect underlayment before flooring is installed.** If you are removing existing flooring, please see manager to find out what process is acceptable.
3. No work shall be performed on Saturday, Sunday or holidays **except for an emergency.** Exceptions may be permitted only with the permission of the Community Association Manager.
4. Any damage by trade's people to the Common Elements will be paid for by the Owner of the Unit and that contractor, who will be jointly and severally responsible.
5. **Trades people cannot begin work in the Building until 8:00 A.M. All trades people must leave the Building by 4:00 P.M. daily after they have cleaned up the walkways and the service elevator. If our building maintenance personal works past 4:00 p.m. due to contractors not leaving on time, there will be a \$50.00 per hour charged to the contractor on file.**
6. All contractors and/or vendors, who will perform work in a unit, must have prior approval from the Community Association Manager prior to work beginning.
7. **Due to the "post tension cable" type of building construction; the concrete floor slabs cannot be cut or core drilled without prior proper permitting from the City of Sarasota and the written consent of the Board of Directors.**
8. Preparation of materials for alterations may not take place in the walkways or on the balconies.
9. **Tile and marble contractors must check in with the Building Maintenance Manager before starting any work to identify an appropriate work/cutting area.**
10. Arrangements to move construction materials in and out of the Building must be set up first with the Community Association Manager; **no moving of such material can be done on Saturdays, Sundays or holidays.**

11. All service vehicles may load and unload in commercial spaces on the first floor of the garage when there is space available. If not, trade vehicles must be parked in the street. Trucks are not allowed to park in the alleyway except to load and unload and must not block the throughway.

12. Anyone who acts as a contractor must be licensed in the State of Florida and must submit a copy of his/her license and certificate of insurance naming the Rivo at Ringling Condominium Association as the "additional insured" with a minimum coverage of \$1,000,000 to the Management Company prior to beginning any work. Failure to do so will result in all work being stopped. **This includes all subcontractors.**

13. Trades people must sign in at the front desk and use the service elevator only.

14. **Trades people must use suitable paper or plastic protection of hallway carpet leading to the unit when necessary. This must be removed on a daily bases. Carpet remnant rolls are acceptable for the hallway carpet protection.**

15. Trades people must not play radios or recorders that can be heard outside the Unit.

16. Trades people must bag smoke detectors before painting or performing work that will raise sand or dust because paint fumes, dust and sand can set off the Building's fire alarm system. After the work is finished, the bags must be removed from the smoke detectors by the contractor. A fire alarm caused by failure of the trade's person to comply with this rule will cost the trade's person \$200 per call.

17. **Smoking by trade's people in all Common Areas is strictly prohibited.**

18. All trades people engaged to perform work at the Condominium must be properly attired.

19. **All construction materials in Common Areas must be removed from the property on a daily basis. Do not use our dumpsters for disposal of your materials.**

Please understand if the above items are not received or approved, we will have to refuse them from entering the building to perform their job.

I _____, contractor and my employees have read all the rules and will adhere to them.

Contractor/Tradesman Signature _____.

REQUEST FOR CONTRACTOR WORK APPROVAL

Unit

Owner _____

Unit

Number _____

Scope of Work to be Performed & Timeline of work.

**Licensed Contractor Name & Phone
Number**

**Expected Dates of
Work** _____

Additional Notes

I have read all the rules and will abide by them as well as my employees.
_____.

Proof of Liability & Workman's Comp Insurance Received. _____

If you have subcontractors we will need their insurance as well.

Received sample of underlayment for flooring & specifications. _____

Unit Owner Signature _____ Date _____

Board Member Signature _____ Date _____