

Rivo at Ringling

UNIT RENOVATIONS / RULES GOVERNING BUILDING TRADES

1. No owner of the condominium property shall make or permit any significant alterations or additions to their unit, limited common elements, or common elements without obtaining written approval from the Board of Directors. The Board of Directors may refuse approval if they determine that the proposed changes could adversely affect or be detrimental to the condominium property in part or whole. To obtain approval, you will need to submit a complete set of plans, a detailed description of the proposed changes along with the timeline, insurance and completion date, and a copy of the permits issued by Sarasota County.

2. If you are planning to install a hard-surfaced floor in your unit, you must obtain prior approval from the Board. Additionally, you must install a sound control system with an STC rating of no less than 59, in accordance with the manufacturer's specifications and general contracting customs in the area.

In case you wish to substitute sound-absorbing materials, you must get approval from the Board of Directors beforehand. If, despite compliance with these requirements, the installation results in unreasonable noise or disturbances to other occupants of adjacent units or the unit below, the Board reserves the right to require the installation and use of area rugs in certain portions of the unit.

It is important to note that by installing a hard-surfaced floor in your unit, you must adhere to these requirements and waive any claims, causes of action, or damages that you may incur in proceeding with the installation. You must also agree to hold the Association, 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.

To obtain approval, you must provide a sample of the sound control system and the manufacturer's specifications sheet. The building Maintenance Supervisor must inspect the underlayment before installing the flooring. If you need to remove existing flooring, please see the manager for the acceptance process.

3. No work may be done on weekends or holidays without permission from the Community Association Manager, except in case of emergency.

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. Tradespeople are allowed to start their work in the building at 8:00 A.M. every day. They must leave the building by 4:00 P.M. daily after cleaning up the walkways and the service elevator. If the building maintenance personnel has to work past 4:00 p.m. due to contractors staying on time, a fee of \$50.00 per half hour will be charged to the contractor on file. You must have a lock box for your contractors to access your unit. The Rivo staff will not provide access or lock up.

6. All contractors or vendors must obtain approval from the Community Association Manager before performing work in a unit.

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7. Due to the construction method utilizing post-tension cables, concrete slabs cannot be cut or drilled without proper permitting from the City of Sarasota and written consent of the Board of Directors.

8. Materials preparation for alterations should not take place in the walkways or balconies.

9. Before starting any work, tile and marble owner & contractors are required to check in with the Building Maintenance Manager to identify an appropriate work/cutting area. For balconies, you may not install tile or pavers, only epoxy or painting is allowed.

9. a. **All plumbers who are working in the building must understand that the Kitchen, Bathroom-Sanitary, and laundry stacks belong to the Association. No one is allowed to cut into or turn any stack line without the Manager's approval and the Association's Plumber. Our preferred plumber, Daniels Plumbing, must sign off and approve the work before the contractor can proceed. Daniels Plumbing needs to verify if it's okay to cut into or turn the stack, and only then can they proceed with the work. The owner is responsible for their bill. Please understand that there could still be an issue from cutting into the stack, and the owner needs to realize that they could be responsible for any damage or backups into their unit or anyone else on their stack. You may not tap into another stack other than what that stack is for, meaning you can't have a kitchen line going into the sanitary stack or vice versa going into a kitchen stack.**

The owner, contractor, project manager, and plumber must sign to acknowledge their understanding and agreement to abide by the terms.

10. Before moving construction materials in and out of the building, arrangements must be made in advance with the Community Association Manager. Additionally, materials can only be moved between Monday and Friday, and not on weekends or holidays.

11. **"Service vehicles are permitted to load and unload in commercial areas located on the first floor of the garage, when available. If there are no available commercial spaces, trade vehicles must be parked on the street. However, trucks are not allowed to park in the alleyway, except for loading and unloading purposes, and must not block the throughway."**

12. In order to work as a contractor at the Rivo at Ringling Condominium Association in Florida, you must first obtain a license and provide a copy of it along with a certificate of insurance to the manager. The certificate must name the Rivo at Ringling Condominium Association as the "additional insured" and must provide a minimum coverage of \$1,000,000. This requirement also applies to all subcontractors working on the project. If you fail to meet these requirements, all work will not be approved. Furthermore, the insurance agent must provide all items requested by Rivo's insurance requirements, and we need the unit number located on the certificate.

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All vendors and contractors working in your unit must provide the front desk with a Certificate of Liability and Workers' Compensation Insurance before entering the building. The certificate holder should be addressed to Rivo at Ringling, 1771 Ringling Blvd., Sarasota, Florida 34236, and we need to be named as the additional insured. Please note that their insurance agent should email the certificate to us at rivodesk@gmail.com. General contractors and project managers must ensure that insurance companies are sending them a copy of their subcontractors' insurance to Rivo. The subcontractor's insurance copies must be included in your paperwork to submit for approval. The subcontracts need to name Rivo at Ringling as the additional insured as well.

13. All tradespeople must sign in at the front desk and use the service elevator.

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

15. Tradespeople are not permitted to play any sound devices that can be heard outside the unit. If approved, the doors must be kept closed during such work. Additionally, work on the balcony cannot commence without prior approval for flooring, coating, or painting purposes. If approved, the unit doors must be kept closed during such work.

16. Tradespeople 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 finishing the work, the contractor must remove the bags from the smoke detectors. If a fire alarm is caused by the failure of the tradesperson to comply with this rule will cost the trade's person \$200 per call.

If the building plans indicate that a fire sprinkler needs to be relocated, the work must be carried out by Piper Fire, which is our designated sprinkler company. If the glue needs time to dry and the sprinkler system cannot be refilled with water before 4:00 p.m., the owner is responsible for providing the building manager with the details of the company or individual who will conduct fire watch until the Rivo staff returns the following business day at 8:00 a.m. The unit has speakers installed to alert the owners in case of a fire in the building. It is strictly prohibited to disconnect the speakers at any time. If removed, the contractor responsible will be fined \$500.00 for this violation, as well as the cost for CES to reinstall and certify.

17. **Smoking by tradespeople in all Common Areas is strictly prohibited.**

18. All tradespeople who are hired to perform work at the Condominium are required to be properly attired.

19. Please be reminded that all construction materials used in the Common Areas must be removed from the property on a daily basis. We kindly request that you do not use our dumpsters for the disposal of your materials.

We want to emphasize that if the items mentioned above are not received or approved, we will be forced to refuse entry to the building for the purpose of performing their job.

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

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Contractor/Tradesman Signature _____.

REQUEST FOR CONTRACTOR WORK APPROVAL

Unit
Owner _____
Unit
Number _____

Scope of Work to be Performed & Timeline of Work & Deliveries.

Licensed Contractor Name & Phone
Number _____

Expected Dates of Work/Start Date and completion date.

I have read and agree to abide by all the Rivo's rules and regulations, and I will ensure that my employees do the same. _____.

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 _____

Manager Signature _____ Date _____