

PALM BEACH TOWERS CONDOMINIUM ASSOCIATION, INC.
44 COCOANUT ROW
PALM BEACH, FL 33480
561-832-8511

***RULES & REGULATIONS FOR UNIT OWNER CONTRACTORS AND/OR CRAFTSMEN
TO OBSERVE WHILE PERFORMING WORK ON THE PROPERTY
MAY 1ST THROUGH NOVEMBER 1ST***

To: Unit Owner:

The owner agrees to assume full responsibility for their contractor(s) and to make sure that the contractor(s) has executed and received a copy of the terms and conditions set forth in these Rules & Regulations.

You are hereby granted permission to do the work requested at your own expense in the premises of the Palm Beach Towers, 44 Cocoanut Row, Palm Beach, Florida, subject to the following terms and conditions, all of which must be strictly complied with.

Prior to the commencement of the work, plans and specifications are to be submitted to the management for approval before the necessary permits can be obtained from the Town of Palm Beach Building Department. Contractors must be licensed in the Town of Palm Beach. The only contractors permitted to do work in the building will be those identified on the preferred contractor list. No other contractors will be permitted to do work in the Palm Beach Towers.

- 1) **NEW MAJOR PROJECTS/DEMOLITION WILL NOT BE APPROVED AFTER SEPT. 15th.**
- 2) **BEFORE WORK CAN COMMENCE IN ANY UNIT, A SECURITY DEPOSIT WILL BE REQUIRED.** The unit owner must pay the deposit before work can begin. This deposit will cover any damage or expense the building incurs as a direct result of the contractors work on the premises. The security deposit, set by management, will be held in a non-interest bearing account. Deposits will range from, but no be limited to \$500 - \$10,000, depending on the scope of the job. Security deposits will be refunded upon completion of the job and after final inspection by Towers' management.
- 3) **All contractors are required to provide the Manager's office with a Certificate of Insurance, Proof of Worker's Compensation, and General Liability Insurance. NO EXCEPTIONS.**
- 4) **All contractors and sub-contractors and their employees must have photo ID's and register with the maintenance department before entering the building. NO ID, NO ENTRANCE TO THE BUILDING. NO EXCEPTIONS.**
- 5) Before commencing the work, you are to procure public liability and property damage insurance, (including water damage and legal liability) in amounts satisfactory to the management and furnish certificates of such insurance to the management.
- 6) By executing this form below, the Unit Owners(s) and Contractor(s) are agreeing to indemnify and hold The Palm Beach Towers Condominium Association, Inc. harmless from and against all damages, costs, expenses and liabilities, including, but not limited to, any attorneys fees.

- 7) The work is to be done in a good and workmanlike manner using only new, first-class material, in accordance with applicable laws, ordinances, rules and regulations of all governmental authorities having jurisdiction, and in accordance with the Town of Palm Beach Building Department.
- 8) All major construction must be performed between May 1st and October 31st, except in cases of emergency. Permission for such emergencies will be at the discretion of management and must be approved, in writing, by the manager. This includes repairs and medically necessary improvements such as air conditioning, plumbing, etc.
- 9) All work is to be performed only between the hours of 9:00a.m. - 4:30p.m. on week days, except holidays, on which no work shall be performed. No pounding, disturbing noise or demolition of any nature is permitted before 10:00a.m. A violation of these rules will result in immediate expulsion of workmen from the building until 10:00a.m. the following workday.
- 10) All major construction must cease on October 31st, and all work must be completed by November 15th, after which no contractors will be allowed to perform work. The only work allowed from October 31st through November 15th will be carpeting, wallpaper, painting, etc., that which does not cause disturbing noises.
- 11) All building corridor carpeting must be covered with runners from the allowed elevator landing to the apartment. Elevators must be protected with appropriate coverings. All coverings shall be furnished by the contractor, laid each morning by the contractor, and removed at the completion of the day's work. **COVERINGS MUST BE APPROVED BY MANAGEMENT IN ADVANCE (Exhibit A).**
- 12) All debris created by or resulting from the work is to be removed daily at your own cost and expense from said apartment and from the building promptly after the completion of each day's work. No debris is allowed to remain in any public area of the building at any time, including but not limited to the service landing and the basement. Trash compactors are not to be used for this purpose. A violation will engender a fine. All contractors and sub-contractors shall pay a \$100 per week or \$20.00 per day clean up fee to the Towers.
- 13) There is to be no cutting off or interruption of utility service to said apartment or to any other portion of the building without prior consultation and approval from the management of Palm Beach Towers.
- 14) Waivers are to be obtained from all persons supplying labor, materials or services of such person's right to file mechanics' liens against the Palm Beach Towers Condominium Association and are to be delivered to the management office before the work is commenced.
- 15) You agree if the premiums on any insurance policies carried by the Palm Beach Towers Condominium Association, Inc. in respect of the building are increased as a result of the work, you will pay such increase promptly.
- 16) All air conditioners must have their own lines. All air conditioners must also have three (3) inch pans installed underneath them with emergency shut off and second shutoff to be installed in line.
- 17) All plumbing, pipes and/or lines (whether new or a replacement) leading to and/or connected to any ice machine (whether separate from or included within a refrigerator/freezer) or water dispensing mechanism which is part of a refrigerator must be made of copper.
- 18) When replacing exterior windows, the bucks of the window must be waterproofed, and pans installed

underneath the windows.

- 19) Names of the general contractors and all subcontractors must be recorded in the office of the manager. No tools or supplies will be lent or furnished by the Association to workmen performing the work.
- 20) All access panels must be kept free and clear. The Association reserves the right to enter these access panels at any time.
- 21) The movement of furniture and/or household articles via **Freight Service elevators only** must be scheduled with the management.
- 22) All tile floors must be approved by management before they are installed. Tile is not to exceed 3 ½ pounds per square foot with ¼” cork soundproofing underneath. Notwithstanding, this does not cancel clause 20 of the Rules and Regulations of the Declaration of Condominium.
- 23) Contractors, subcontractors, and all workers **MUST** arrive in clean attire (pants, shorts, and shirt) and wear the same color shirts. Shirts must have a company name clearly displayed on them. No backward hats, tank tops or cut off sleeved shirts.
- 24) Contractors and workmen must check-in and out with the maintenance department each day.
- 25) **NO SMOKING PERMITTED** inside the building or within 200ft of any entryway.
- 26) While working inside of apartment, all doors must be kept closed.
- 27) Front unit door entries must be wiped down, clean and protected during construction.
- 28) You may not use slop sinks to clean brushes, tile working tools or any other materials.
- 29) Any damage to a common element by contractor will be the responsibility of the unit owner (such as damage to elevators, soiling carpeting, marking of wall, etc.).
- 30) No materials or tools are to be left in public areas.
- 31) All work carts must have air type tires – no hard wheeled carts allowed on the carpeting.
- 32) Management is to be permitted to inspect the work in progress at any time.
- 33) Management has the right to stop a job at any time.
- 34) Management has the right to call in an engineer and/or expert to remedy or correct contractor errors.
- 35) Management has the right to charge for supervision at \$200 per hour.
- 36) Parking: Parking spaces are to be used by contractors must be assigned by maintenance/security. Illegally parked contractor vehicles will be towed at the unit owner’s expense.

CONTRACTOR BILLABLE SERVICES & FINEABLE OFFENSES

- a) Storm Shutter Closures: \$10 per day 1st week, \$25 per day 2nd week, \$50 per day 3rd week.

- b) Water Shut Off: \$100 – 1st time, \$250 each additional shut-off. Pipes MUST be capped off during const.
- c) Electrical Shut Off: \$100 – 1st time, \$250 each additional shut-off.
- d) \$50 per day for workers not wearing proper PBT ID badge (must be displayed on front of shirt)
- e) \$50 per occurrence for each worker using restrooms other than those located on B-side Terrace Level.
- f) \$50 per occurrence for workers using a guest elevator.
- g) \$75 per hour for any cleaning required in hallways/stairwells/receiving dock or any other areas.
- h) \$100 per occurrence for not wearing company identified shirt.
- i) \$100 per occurrence for stopping up sinks with rags. Blow up plug must be used to close drains.
- j) \$150 per occurrence for hallway protection not removed by 3:30 on Fridays.

If you agree with all of the foregoing, please sign below:

**ACCEPTED AND AGREED TO:
UNIT OWNER(S)**

**PALM BEACH TOWERS CONDOMINIUM
ASSOCIATION, INC.**

Unit Owner – Print Name

John E. Grosskopf, General Manager

Unit Owner - Signature

Apt. No.

Date

CONTRACTOR(S)

Name of Contractor / Direct Phone Number

Signature *

Please attach separate signature pages if using multiple Contractors.

UNDER NO CIRCUMSTANCES WILL ANY WORK BE PERMITTED AFTER NOVEMBER 1ST.

**THE APPROVED LIST OF GENERAL CONTRACTORS PERMITTED TO
WORK IN THE BUILDING:**

- 1. TIM JOHNSON REMODELING**
- 2. SCIAME HOMES**
- 3. BEEMS DESIGNER BUILDER**
- 4. COUNIHAN CONSTRUCTION**
- 5. HEDRICK BROTHERS CONSTRUCTION**

**ALL SUBCONTRACTORS, HANDYMEN, PAINTERS, PLUMBERS AND
ELECTRICIANS MUST BE LICENSED AND INSURED.**