Arbor Trace Condominium Association, Inc.

General Rules for Renovations to Unit

ALTERATIONS OR MODIFICATIONS TO UNIT

A **Request to Modify Unit** form must be submitted to the Association describing the proposed alteration or modification, the name of the licensed contractor doing the work and contractor's proof of worker's compensation and liability insurance. Unit Owners may make alterations and improvements to the condominium unit as long as such alterations or improvements do not impair the structural integrity of the building in which such units are contained and are in compliance with applicable building codes and laws. Unit Owners are not permitted to make alterations or modifications to their unit without the express written consent of the Association.

HURRICANE SHUTTERS

Hurricane Shutters may be installed on windows, terraces and balconies appurtenant to the individual's condominium unit. Hurricane Shutters on terraces and balconies must be installed adjacent to the existing screen enclosure. Shutters must be aluminum slat type and must retract into a shutter housing. Accordion, lexan or steel panel type shutters and not permitted. The preferred colors for the shutter slats and housing are ivory, cream or off-white. Shutters and installation of shutters must be in compliance with applicable building codes and laws.

FLOORING/SOUND TRANSMISSION

An Owner, who desires to install any hard-surface flooring on any floor other than the ground floor, must install a sound absorbent underlayment of such kind and quality as to substantially reduce the transmission of noise to the floors below. The underlayment material must be approved in advance by the Association and must have a minimum STC rating of 58 and a minimum IIC rating of 62. Products such as Proflex Maxxim, SuperSam or Tekno-Sound Supreme or similar products are acceptable. Indoor-outdoor carpet is not allowed on balconies or lanais exposed to the elements. Tile with underlayment material or concrete stain are recommended in lieu of carpet.

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General Rules for Contractors

Work hours are 8:00 am to 5:00 pm Monday through Friday and from 8:00 am to 12:00 noon on Saturday. Work is prohibited on Sunday.

Workers are permitted to unload materials and equipment in the front of each building, but must move their vehicle immediately after unloading.

If construction materials are to be transported in the elevator, the elevator must be padded. The Association requires 24 hour notice if the elevator requires padding. When using the elevator, materials should be loaded and unloaded promptly so residents are not inconvenienced.

Resident trash containers are not to be used for construction debris. The contractor is responsible for removing all construction debris from the premises at the end of each day. Under no circumstances should grout, paint, stucco or plaster be poured down drains or flushed down toilets. If the amount of construction debris requires a dumpster on site, the Association must be notified in advance and will instruct the contractor as to where the construction dumpster may be placed.

Contractors must take care to protect any smoke detectors and fire sprinklers inside the unit. If any sanding or soldering will be taking place inside the unit, it is the contractor's responsibility to insure that smoke detectors are taped off, so the fire alarm is not activated. It is also the contractor's responsibility to notify the association office to take the fire alarm system off line for the day, so in the event the fire alarm is accidently activated, the Fire Department will not respond. If the above mentioned procedures are not followed and the Fire Department responds to any false alarm, the unit owner who engaged the contractor will be personally responsible any necessary repairs or any fines levied by the Fire Department.

If any question should arise regarding any rule or policy for which clarification is needed, please call the management office at 598-2929 and ask for assistance.