

Tower Pointe at 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 interior of the condominium unit as long as such alterations or improvements do not impair the structural integrity of the building. Any proposed alterations to any interior structures including walls, flooring, electrical, plumbing and cabinetry must be done in compliance with applicable building codes and laws. Unit Owners are not permitted to make alterations or modifications that will alter the exterior appearance of the building. All modifications must be completed within 90 days after the project was started. Loud noises such as from a jack hammer removing tile must be confined to no more than 30 days of the above mentioned 90-day period. No modification work is permitted 5 days prior to or 5 days after Christmas. No work as described above shall commence without the express written consent of the Association on the Request to Modify, as originally submitted.

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 **and inspected by Management after installation prior to the installation of finish flooring.** Underlayment material 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. **All existing hard surface flooring (marble, slate, ceramic tile, thin set material, etc.) must be removed using an electric walk behind or ride on mechanical floor scraper. Pneumatic or electric vibrating chisels are not permitted without prior approval by the Association.** 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.

HURRICANE SHUTTERS

Hurricane Shutters may be installed on glass sliding doors and balconies appurtenant to the individual's condominium unit. Hurricane Shutters on balconies must be installed adjacent to the existing screen enclosure on all balconies with a western exposure. On balconies with an eastern exposure, shutters may be installed over the glass sliding doors only. All 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.

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General Rules for Contractors

Work hours are 8:00 am to 4:00 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 at either of the side exits of the building, but must move their vehicle immediately after unloading and park in the designated contractor parking area adjacent to the tennis court.

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

If jack hammering or heavy construction noise is scheduled to take place, the Association requires 24 hour notice to alert other residents and to start the 30 day time frame for such activity.

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 accidentally 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.