

Ardissone Condominium, Inc.

Unit Renovation/Alteration Application

Please complete form and return to:

Ardissone . c/o ADG4
Properties
300 5th Avenue South, Ste. 203A
Naples, Florida 34102
Phone: (239) 330-7533 / Fax: (239) 234-5285
Email: info@adg4companies.com

Name of Unit Owner: _____ **Unit Number:** _____

The Unit Renovation/Alteration Application consists of the following documents:

- Application Form for Approval of Unit Renovation/Alteration Project (the "Form")
- Unit Renovation/Alteration Rules (the "Rules")
- Owners/Contractor & Crew Requirements (the "List")

These documents MUST be signed and dated by the Unit Owner and Contractor, please INCLUDE the following:

- Copy of the Unit Owner's Contractor's final Proposal
- Sketch or formal drawing of the Project showing the dimensions, design, materials and color

All Renovations/Alterations must be completed between May 1st and November 1st.

The Unit Renovation/Application will not be reviewed, and Board approval cannot be obtained, until ALL documents have been submitted.

Please provide a brief description of the type of Renovation/Alteration Project being requested:

Expected Start Date: _____ Expected Completion Date: _____

By signing this Agreement, the Unit Owner and his Contractor do hereby confirm that each has read and do hereby agree to the Rules and the List.

Unit Owner's Signature: _____ Date: _____

Phone: _____ E-Mail: _____

Contractor's Signature: _____ Lic#. _____ Date: _____

Phone: _____ E-Mail: _____

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RECOMMENDATION OF BOARD OF DIRECTORS

Approved: _____

Title: _____

Date: _____

Approved with the following changes:

Not Approved: _____

Title: _____

Date: _____

Reason(s):

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Unit Renovation/Alteration Rules

The purpose of the following Unit Renovations/Alterations Rules, which have been adopted by the Board of Directors (the "Board") in accordance with the referenced provisions of the Declaration of Condominium and By-Laws of the Condominium is to ensure that the renovation and alteration of any Unit will proceed in accordance with said Condominium documents and with applicable city and county building codes, and will occur with the least possible disturbance and annoyance to Owners and/or occupants of other Units.

1. No Owner shall make or permit the making of any material alterations or substantial additions to a Unit or change the exterior appearance of any portion of the Condominium, including any demolition work, without first obtaining the written approval of the Board, which approval may be denied. Any question, regarding this requirement of Board Approval should be referred to a Board member or the Management Company prior to the commencement of it.
2. Any Unit Owner renovating or altering their Unit is deemed to have warranted to the Board, that any contractor hired for this project is properly licensed and fully insured, and that the Unit Owner will be financially responsible for any resulting damage to persons and/or property not paid by their contractor's insurance per the Governing Docs of the Association.
3. Any Unit Owner renovating or altering their Unit is responsible for ensuring that any required city or county permits have been obtained.
4. Any Unit Owner renovating/altering their Unit is responsible to supervise the contractor and the contractor's employees and subcontractors.
5. Any contractor, hired by any Unit Owner to renovate/alter their Unit, is responsible to ensure that its employees and subcontractors are aware of and will comply with the Rules set forth herein, including the Contractor/Owner & Crew Requirements List, attached hereto and made a part hereof and incorporated by reference herein.
6. Any Unit Owner renovating/altering their Unit must sign, and must have their contractor sign, the Form, the Rules and the List and agree that by signing these documents, they will comply with them.
7. The work hours for any contractor renovating/altering a Unit are Monday through Friday, 8:00 a.m. through 3:45 p.m. Any exceptions must be approved by the Manager. No renovation/alteration work shall be permitted on weekends or major holidays, except in the case of absolute emergency. Only the Manager can expressly authorize any such exceptions.
8. Any Unit renovation/alteration project is not permitted during the peak occupancy period which is the period from November 1st to May 1st unless the Board, in its sole discretion, deems an exception is warranted. Any Unit renovation/alteration project is one that, for example, involves demolition of walls, windows or doors and/or the use of equipment, which may or does generate loud noise, such as jack or sledgehammers, drills, saws, tile cutters, etc.
9. Any Power tools used in a renovation/alteration project which generate loud noise, may not be used in Common Areas or on the Balconies. In instances where the use of such tools becomes necessary, the Manager can grant exceptions.

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10. Luggage and grocery carts belonging to the Association are for the use of Owners and occupants only and may not be used for transporting renovation/alteration materials, tools, or trash generated by Unit Owners contractors or their employees. Renovation/alteration trash or debris must be placed in the Unit Owner's contractor's trailer/receptacles and must be removed daily.
11. Any Unit Owner seeking Board approval to renovate and/or alter his/her Unit must post a Security Deposit in the sum of \$1,000.00 ("the Security Deposit"). This Security deposit shall be for any damage caused to any common elements as defined in the Condominium By-Laws and Declaration, including but not limited to, carpets, walls, stairways by any contractor and/or by any other person or entity involved in any such renovation and/or alteration. If any Unit owner's renovation and/or alteration causes damage, as noted above, in a sum in excess of the Security deposit ("the Excess Sum"), the Excess Sum shall be the sole liability of the Unit owner. Upon the Unit owner's written notification to the Manager that his/her renovation and/or alteration is completed, the Manager shall perform an inspection of the common areas. Upon completion of the inspection, the Manager shall send written notification to ADG4 Companies, Inc ("the Association's Property Management Company") advising it (a) that no damage was incurred by the Unit Owner's renovation and/or alteration and that the Security Deposit is to be returned; or (b) that damage was incurred and the specific nature of it. The Association's Property Management Company shall determine the cost of the necessary repairs, notify the owner of such, deduct said cost from the Security Deposit and return the balance of the Security Deposit, if any, to the Unit owner. If the cost to repair the damage exceeds the Security Deposit, the Association's Property Management Company shall send the Unit owner an invoice for the Excess Sum and it shall be paid by the Unit Owner within 10 days of receipt of said invoice.
12. Any renovation/alteration materials, tools or equipment to be used by a Unit Owner's renovation/alteration project, are not to be kept or stored in any of the Common Areas except by permission of the Manager.
13. Any renovation/alteration vehicles belonging to construction and/or personal vehicles belonging to a Unit Owner's contractor and/or his employees are not allowed on the property during work hours and shall only be parked at locations designated by the Manager.
14. Violation of any of the Rules by a Unit Owner and/or his contractor is considered sufficient cause for an immediate revocation of the Board's approval of any Unit Owner's renovation/alteration project and for immediate stoppage of it.

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15. Any Unit Owner, whose renovation/alteration project includes removal and/or covering of any Popcorn Ceiling, MUST have his Contractor set forth in its Final Proposal, the method to be used for such removal or covering which must comply with state and federal law.

16. Any Unit Owner, whose renovation/alteration project includes installation of Flooring inside their Unit, MUST have their Contractor state in his Final Proposal that he will use the underlayment Proflex 90 or the equivalent thereof. If any Unit Owner's renovation/alteration project includes installation of Balcony Flooring, the Unit Owner MUST obtain the Association's special requirements from the Management Company and make certain that he submits them to his Contractor and that his Contractor complies with them.

17. After Board Approval of a Unit Owner's Renovation/Alteration Application, and prior to the commencement of the renovation/alteration project, the Unit Owner and his Contractor MUST make certain that a signed copy of the List is posted in a prominent location inside the Unit.

18. All Owners doing any renovation project MUST advise their Contractor, that once the renovation project commences, he MUST submit a Progress report to the Manager every 2 weeks, that states if the project is proceeding on schedule and whether it will be finished on time.

Owner Signature

Date

Contractor Signature

Date

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Owner/Contractor & Crew Requirements List

MUST BE POSTED IN UNIT PRIOR TO COMMENCEMENT OF WORK

- a. Any Unit Owner renovating/altering their individual units must advise their Contractor, that Unit Owners and Guests in residence shall have **priority** use of the elevator. Their contractor and his crew must limit their use of the Elevator to transporting MATERIALS and BIG HEAVY TOOLS.
- b. Contractors and their crews shall not be permitted to store modeling supplies in any of the Hallways.
- c. Contractors shall use the bathrooms in the unit they are renovating. If the Unit's bathrooms are unavailable, the contractor must coordinate with the Manager to use pool bathrooms.
- d. Contractors must coordinate with the Manager on the disposal of renovation waste/debris, etc. and will be required to properly position their dumpsters for disposal of waste/debris based on the Manager's direction. Ardissonne does not allow use of its dumpsters for renovation materials without Manager's permission.
- e. The length of the workday for Contractors and their crews renovating/altering individual units shall be 8:00 am to 3:45 pm sharp - Monday through Friday. **THIS IS NOT NEGOTIABLE UNLESS APPROVED BY THE MANAGER.** Although few Owners and Guests are usually in residence at Ardissonne during the Renovation/Alteration Period, i.e. May 1st to November 1st, they have priority regarding use of the Elevator and unhampered access to their cars.
- f. The grocery carts and luggage racks located on the lobby floor are not to be used by Contractors.
- g. If a Unit Owner's renovation/alteration includes having furniture, appliances, etc., delivered, the Unit Owner or their Contractors MUST give the Manager AT LEAST 24 hours **written Notice of the date and time** of delivery, so he can coordinate all such deliveries. Owners should make certain that they measure these items, prior to ordering them, to insure they will fit in the Elevator. If Unit Owners renovating their units will require large equipment such as a crane to move furniture or appliances, they MUST advise our manager of the date and time the equipment will arrive on the property and how long it will be there.
- h. Contractors MUST, in coordination with the Manager, install padding on the walls of the Elevator.

Owner Signature

Date

Contractor Signature

Date