

# **BAY HARBOR CLUB OF BONITA BEACH CONDOMINIUM ASSOCIATION, INC.**

c/o Suitor Middleton Cox & Associates  
15751 San Carlos Blvd., Suite 8  
Ft. Myers, Florida 33908  
Office: (239) 437-0340 / Fax: (239) 437-9378

## **Work Done for Unit Owners**

These requirements pertain to the renovation of a condo unit, tile work, cabinet installation, shutters, glass, and other work that is not a minor repair, or simple delivery and installation of appliances or furniture.

### **Owners Responsibilities**

- Owners must provide contractors a copy of this regulation before any work begins.
- Contractors must sign in with the Bay Harbor manager before beginning a project and provide an insurance certificate and the contractor's license.
- Unit owners are responsible for their contractors having proper licenses and insurance.
- Unit owners are financially responsible for any damage to persons or property that is a result of contractor actions that is not paid by contractor's insurance.
- Working hours are Monday through Saturday 8:00 a.m. to 5:00 p.m.

Access to owner unit must be obtained from the unit owner.

### **Specifications and Restrictions**

Bay Harbor has specifications that apply to tile on lanais, new or existing shutters, shades and glass enclosures and boat lifts. These specifications must be complied with completely. Owner must have Board approval before any of these may be installed.

- No load bearing wall may be altered. The telephone conduit must not be altered.
- Nothing may be installed on lanais without Board approval.

### **Parking**

- Contractors may use unloading zones for unloading materials and tools and then must park in the parking lot (not in reserved parking places).
- During the months of November, December, January, February, March, and April contractors must park in the guest and contractor lot.
- Doors may be propped open for unloading from the unloading zone and then must be closed before the vehicle is moved to the parking lot.

### **Elevators**

If elevators are needed for longer than "a trip up or down", please contact the Bay Harbor manager Monday through Friday 8:00 a.m. to 12:00 p.m. for assistance.

- Elevator pads (wall and floor) must be used at all times to prevent damage to the elevators.
- **Resident is responsible for installation and removing pads when finished.**
- Pads are located in air conditioning room in lobby.
- Do not block elevator doors or hold elevators open.

**Halls and Lobbies**

- Shopping carts and luggage dollies that are located in the lobbies are not to be used by contractors.
- **Do not use halls or lobbies for material or tool storage.** All materials must be stored in unit being worked on or in your vehicle in parking lot.
- Use a drop cloth, if necessary, to keep floor or carpet clean.
- **Do not use halls or lobbies for work area.** All work is to be done in unit being worked on or in the parking lot.
- Clean up after work. Clean halls, lobbies, elevators and parking lot at the end of each day and at the end of the project.
- Grout, paint, wall mud, etc. must not be poured down building drains, sinks, toilets or bathtubs. Contractor must dispose of these materials from the premises.

**Trash and Debris**

- Trash chutes and trash rooms are for the exclusive use of the residents and must not be used by contractors.
- The contractor is responsible for removal of trash and debris from the premises at the end of each day.

**Contractors Sign Off**

Building: \_\_\_\_\_ Unit: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Owner Name: \_\_\_\_\_

Unit Owner Signature: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_