

**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 Bay Harbor Club Condominium Association**

General

Contractors must sign in with the Bay Harbor on-site manager before beginning a project.

Contractors must provide the Bay Harbor on-site manager a copy of:

- Insurance Certificate
- Contractor License
- Permits (if required)

The contractor will work under the general direction of the Bay Harbor Club on-site maintenance manager or another designated person.

Access to owner units will require the Bay Harbor on-site manager accompany the contractor in the owner unit.

Shopping carts and luggage dollies that are located in the lobbies are not to be used by contractors.

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 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 on-site manager for assistance.

Elevator pads (wall and floor) must be used if there is any possibility of damage to the elevators. Contact Bay Harbor on-site manager for pads and return pads when finished.

Do not block elevator doors or hold elevators open.

Halls and Lobbies

Do not use halls or lobbies for material or tool storage. All materials must be stored in an area approved by the Bay Harbor on-site manager.

Use a drop cloth, if necessary, to keep floor or carpet clean. Do not use halls or lobbies for work area.

Clean up after work. Clean halls, lobbies, elevators, and parking lot at the end of each day and at the end of project.

Clean project site at end of project.

Grout, paint, wall mud, etc. must not be poured down building drains, sinks, toilets, or bathtubs.

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 all trash and debris from the premises at the end of each day.

Contractor Sign Off (To be completed with Bay Harbor on site manager)

Date: \_\_\_\_\_

Insurance Certificate: \_\_\_\_\_

Contractor License: \_\_\_\_\_

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

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