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FILE WITH SUNSET DOCUMENTS

Recent Unit Owner's renovation activities have prompted the Board of Directors to review the Association's Rules and Regulations governing such work and issue this letter to remind each of us of the procedures to be followed.

The Sunset, Inc. Condominium Documents (Blue Book) states that under certain conditions, e.g. , replacing windows, installing tile, removing walls, etc., the owner must inform the Board of the particulars of the project and receive written approval before the work can be started. Failure to receive approval could result in delay of the project and cost to the owner (Refer to Documents for all conditions).

At the time the Agreement/Contract is entered into, it is the responsibility of the owner to:

1. Review Sunset "Rules and Regulations for unit contractors/workers" with the contractor/worker. (Exhibit A)
2. Obtain two (2) signed copies by contractor/worker of the Sunset Rules etc. (Exhibit A). Owner retains a copy and sends Sunset Manager a copy for the office file.
3. Contact Sunset Manager with the date of the job so that the Manager can coordinate the use of the elevator, the work areas, etc. This contact is extremely important so that the necessary coordination is arranged. Failure to notify Manager would result in a delay of the job.
4. Advise the contractor/worker that he/she must sign in and notify the Sunset Manager he./she is on the premises. The Contractor's Log is located in the rear lobby.

Major work that cannot be done within the confines of the unit must be done in an area designated by the Manager, who will take into consideration safety issues. Hallways, walkways, lobby areas, and stairwells are not work areas. Workdays are Monday thru Saturday, 8:00 a.m. to 6:00 p.m. No work is permitted on Sundays or Holidays. Debris/trash in common area must be cleaned up and disposed of daily by 6:00 p.m. If the Manager needs to do any removal or clean-up of trash, etc., the Unit Owner will be charged for his time at the overtime work rate.

When major work is committed to, it is recommended that the Owner communicate the project and dates with the neighbors who are side by side, above and below.

Following these procedures should alleviate most problems and hopefully result in a relatively smooth and pleasant situation for all involved parties. Thank you for your cooperation in this matter.

Any question can be referred to any Board Member.

Sincerely,

Sunset Board of Directors

EXHIBIT A

SUNSET RULES AND REGULATIONS FOR UNIT CONTRACTORS/WORKERS

- Workdays - Monday thru Saturday. No work permitted on Sundays or Holidays
- Work hours - 8:00 a.m. to 6:00 p.m. All cleanup of trash, debris, etc. must be removed or disposed of DAILY by 6:00 p.m. The garbage chute is NOT to be used for this trash. The Manager will designate dumpster to be used and also, what kind of trash can be put in dumpster.
- Flooring – If Owner is requesting the use of alternative flooring materials other than carpet they must abide by Article 12.8 of the Declaration of Condominium. The Contractor and Owner understand that they are required to install a sound absorbent under-cushion of, or equivalent to, 1/4” of cork to prevent transmission of noise. A sample of sound absorbent material must be submitted with this application.
- Hurricane shutters on lanai - If an Owner is requesting the installation of lanai hurricane shutters the Contractor and Owner understands that they must follow the guidelines listed in the Declaration of Condominium. Shutters must be in a color normally called bronze.
- Windows – If an owner is requesting the installation of windows it is understood that the Contractor and Owner must install windows in the same style as existing window and in a color normally called bronze.
- No work can be conducted in/on hallways, walkways, lobby areas, or stairwells, The Manager will designate work area where work can be done
- No tools, materials, apparatuses, appliances for Unit can be stored or used in/on hallways, walkways, lobby areas, or stairwells.

I, as the contractor/worker for Unit # _____ have been advised and understand the above and will comply. Failure to comply may cause the Unit Owner to be cited and fined and the contractor/worker may be banned from conducting future work at Sunset.

Signed _____

Print Name _____

Company Name _____

Company Telephone # _____

Contractors Cell Telephone # _____

Instructions:

Contractor/Worker sign two (2) copies
Sunset file
Owner file

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- Flooring – If Owner is requesting the use of alternative flooring materials other than carpet they must abide by Article 12.8 of the Declaration of Condominium. The Contractor and Owner understand that they are required to install a sound absorbent under-cushion of, or equivalent to, ¼” of cork to prevent transmission of noise. A sample of sound absorbent material must be submitted with this application.
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Instructions:
Contractor/Worker sign two (2) copies
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OWNER'S APPLICATION FOR WORK TO BE DONE IN THEIR UNIT

I _____, Owner(s) of Unit _____,

request permission to do the following work inside my Unit. I also agree that both my Contractor(s)

and I will follow all rules and regulations that apply to doing work at Sunset Condominium. I

acknowledge that I have read, understand, and have also informed my Contractor(s) of those rules

and regulations. These rules and regulations can be found in the Declaration of Condominium and/or in the other forms I have been given.

Type of work requesting to be done:

Check all that apply

_____ **Installation of an alternative floor covering (other than carpet)**

_____ **Installation of hurricane shutters**

_____ **Installation of window(s)**

_____ **Installation of jalousie door**

_____ **Installation of entry door**

Owner signature

Date

Owner signature

Date