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Renovation Rules Reminder

In light of the passage of the amended Condo Documents in May of 2018 the Board felt it important to review and remind Owner's of the Association Rules and Regulations governing Owner's renovation activities.

The Sunset, Inc. Condominium Documents (found on-line at www.sunset-condominium.com) states that for certain renovation projects such as replacing windows, replacing hurricane shutters or replacing exterior doors, the Owner must comply with the safety and appearance criteria established by the Board. Failure to do so may require removal of the renovation at the Owner's expense.

In addition certain modifications (installation of tile and the proposed removal or alteration of walls) requires that the Owner receive written approval before the work can be started. Failure to receive approval prior to work being performed could require the Owner to remove non-approved modification and could also result in delay of the project and cost to the owner (Refer to Documents for all conditions).

At the time the Agreement/Contract for renovation 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 out **daily** and notify the Sunset Manager he/she is on the premises. The Contractor's Log is located in the lobby.
5. Major work that cannot be done within the confines of the unit must be done in an area designated by the Manager. The Owner or Contractor are responsible for daily clean-up of the area.
6. Debris/trash in common areas 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.
7. Workdays are Monday to Saturday, 8:00 a.m. to 6:00 p.m. No work is permitted on Sundays or Holidays.

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 Sunset's Declaration of Condominium (paragraph 12.8) and Sunset Rule 12C. 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 and specification sheet must be submitted with this application. Board approval must be obtained prior to installation of the tile.
- 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.
- If work cannot be contained within the Owner's unit the Manager will designate work area where work can be done
- No tools, materials, apparatuses, appliances for Unit can be stored 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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Print Name _____

Company Name _____

Company Telephone # _____

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OWNER’S APPLICATION FOR WORK TO BE DONE IN THEIR UNIT

I _____, Owner(s) of Unit _____,

am informing the Board of my intent to do the following work inside my Unit. If I am intending to install a floor covering other than carpet I am requesting the permission of the Board to proceed. I 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 Sunset Rules and/or in the other forms I have been given.

Type of work to be done: Check all that apply

_____ **Installation of hurricane shutters**

_____ **Installation of window(s)**

_____ **Installation of jalousie door**

_____ **Installation of entry door**

_____ **Installation of Alternative Floor Covering (other than carpet)**

According to Sunset's Declaration of Condominium paragraph 12.8 and Sunset Rule 12C the Installation of Alternative Floor Covering requires prior Board approval and the Owner is required to use a sound absorbing layer. The Owner is required to attach a sample and the product specifications for the sound absorbing layer to be used to this application for Board review.

Owner signature

Date

Owner signature

Date