



15008 Punta Rassa Road, Fort Myers, FL 33908
Tel: (239) 466-9148 – Fax: (239) 466-9331
Web: www.puntarassa.org – E-mail: prca008@gmail.com

February 15, 2018

Dear Contractor

The Association has specific requirements on work that is done on Association property. Please familiarize yourself with the attached rules and requirements.

Failure to abide will result in your removal from the property. In addition to noncompliance with the Associations rules and requirements, if it is reported or observed by management that you, the contractor is in noncompliance with Lee County requirements, Code Enforcement will be notified.

Failure to comply may result in penalties by Lee County and immediate stoppage of work by the Association of by Court Order.

Your approval to have work commence letter will be issued once your application to modify said unit has been approved.

Respectfully,

James Walker
Association Manager

Board Members:

Gerry Dehm, Vice President
Joe Faulhaber, Treasurer
Linda Lacy, Secretary

Assoc. Mgr. James Walker, PCAM, CGC

James Simantel, President

Leslie Rosser, Director
Rick Prosser, Director
Russ Crawford, Director

Contractor's Rules & Regulations

This must be posted conspicuously at the job site

Work Hours: Monday – Friday 8:00AM – 5:00PM.

No work is permitted on Saturdays unless an emergency and approved, in advance, by the Manager.

General Contractor/Contractor attests that permits will be obtained for any work requiring one, and that said work will be inspected by the appropriate agency. Further General Contractor/Contractor agrees to comply with the below rules and regulations, as applicable to the project.

- ❖ Do not use Association grocery carts or valet butler cart FOR ANY REASON.
- ❖ Place nothing against common area wall, unless wall is protected with padding.
- ❖ Keep hallways, elevator & lobby clean at all times. Work will be halted until cleaned.
- ❖ Use elevator as directed by Manager.
- ❖ Do not hold elevator doors open. Maintenance will lock elevator for a specific time if needed to load/unload.
- ❖ Floor coverings must be laid in elevator and on walkways to ensure cleanliness. Please notify the Administrative Office 24 hours prior for elevator pads.
- ❖ Construction debris is to be removed from the premises, not placed in dumpsters, trash chutes or drains.
- ❖ Cleaning must take place off property or self-contained until removed.
- ❖ Park in spots as directed by staff.
- ❖ Tile removal must be done in one (1) day. 48 HOURS NOTICE MUST BE GIVEN TO THE ADMINISTRATIVE OFFICE so that appropriate warnings are posted in the buildings letting owners know that flooring will be removed which will generate considerable noise. Plan accordingly with equipment and man-power. Underlayment for all flooring is required.
- ❖ When cutting tile on the lanai, all lanai screens must be covered with a plastic barrier to prevent dust collection on the screens.
- ❖ A dumpster/other items occupying Association space must have Manager's approval.
- ❖ All safety standards for the industry, OSHA and general common sense must be followed at all times.
- ❖ If there is potential for dust, smoke, or fumes that might trigger the fire alarm, the Manager must be notified on a daily basis. If the fire alarm is activated without prior notification, the person/company responsible will be required to pay a \$100 plus any fine charged to the Association by the Fire Department.
- ❖ Please report promptly to the Managers Office any damage caused to Association property whether or not you are the responsible party.
- ❖ Any directions or notice given by the Association to the Designated Project Foreman will be considered notice to the contractor.
- ❖ I understand that any cleaning costs or damages to common areas caused by acts or omissions by my company, or those directed by us, will be reimbursed 100% by my company within 15 days of receipt of the bill.

NON-COMPLIANCE MAY RESULT IN YOU/YOUR COMPANY BEING BARRED FROM THE BUILDING AND A RESTRAINING ORDER WILL BE OBTAINED PROHIBITING FROM ANY FURTHER WORK TO COMMENCE.

I have read and understand all the Rules and Regulations as stated above:

Contractor Printed Name: _____ Date: _____

Contractor Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Contractor's Rules & Regulations

This must be posted conspicuously at the job site

Work Hours: Monday – Friday 8:00AM – 5:00PM.

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- ❖ Cleaning must take place off property or self-contained until removed.
- ❖ Park in spots as directed by staff.
- ❖ Tile removal must be done in one (1) day. 48 HOURS NOTICE MUST BE GIVEN TO THE ADMINISTRATIVE OFFICE so that appropriate warnings are posted in the buildings letting owners know that flooring will be removed which will generate considerable noise. Plan accordingly with equipment and man-power. Underlayment for all flooring is required.
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- ❖ A dumpster/other items occupying Association space must have Manager's approval.
- ❖ All safety standards for the industry, OSHA and general common sense must be followed at all times.
- ❖ If there is potential for dust, smoke, or fumes that might trigger the fire alarm, the Manager must be notified on a daily basis. If the fire alarm is activated without prior notification, the person/company responsible will be required to pay a \$100 plus any fine charged to the Association by the Fire Department.
- ❖ Please report promptly to the Managers Office any damage caused to Association property whether or not you are the responsible party.
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I have read and understand all the Rules and Regulations as stated above:

Contractor Printed Name: _____ Date: _____

Contractor Signature: _____ Date: _____

Owner Signature: _____ Date: _____

REQUIREMENTS FOR THE INSTALLATION OF TILE AND WOOD FLOORING

1. Contractor must contact the Association Office prior to commencing work.
2. In the event that tile will be removed or any construction that will have a sound transfer throughout the building, 48 HOURS NOTICE MUST BE GIVEN TO THE ADMINISTRATIVE OFFICE so that appropriate warnings can be posted in the building letting owners know that there will be construction noise.
3. Tile removal must be done in one (1) day with a floor-removing machine rated at 70 decibels. Plan accordingly with equipment and man-power. **Underlayment for all flooring is required.**
4. When cutting tile on the lanai, all lanai screens must be covered with a plastic barrier to prevent dust collection on the screens.
5. All flooring must have an underlayment with a minimum thickness of 90 ml and a sound transfer rating of 52 or greater.
6. The installation of the underlayment is so that all seams are tight and will not allow any protrusion of thin-set or mortar.
7. Prior to the commencement of laying tile, the Manager must be contacted to perform an inspection of the underlayment.
8. Underlayment must be used wherever flooring is to be installed. This includes lanais.
9. The placement of the tile must be so that there is a minimum of ¼” spacing between the tile and any wall throughout the unit.
10. An acoustical sealant must be applied in the ¼” spacing and must be inspected by the Manager.
11. In the event that a dumpster is required, it must be approved by the Manager. A time limit will be imposed and must be adhered to.
12. The walkways, elevators, stairs or whatever is used for ingress or egress to the job site, must be swept and mopped if necessary at the end of each day.
13. You may NOT use the grocery carts for ANY reason.
14. **Approved underlayment’s or equivalent can be used:**
SAM3
SUPER SAM (Nat’l Applied Construction Products - Phone: 800-633-4622)
PRO FLEX 90 (Proflex Products Inc., Naples FL - Phone: 877-577-6353)
MAPESONIC 2 (Phone: 800-426-2734)
15. **Approved acoustical caulking must be used.**
ORDER FROM: SOUND ISOLATION COMPANY (888) 666-5090
Glue for laying tile – GREEN GLUE
You need 10 tubes to do an entire unit; it is sold by the case of 12.
You must show us proof of purchase and you can have it delivered here.

Contractor Printed Name: _____ Date: _____

Contractor Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Specifications:

- **WATERPROOFING**
Waterproofing of all windowsills, thresholds and exposed balconies will be water proofed with **Blue Barrier – Lambert 932 Link**, lightly dusted with silicone sand prior to using any cement mastic over it.
- **HOT WATER HEATER PANS**
Must be wall to wall, galvanized, water tight and with a drainage outlet.
- **STORM DOORS**
Lowe’s: Tradewinds Full-View Antique Brass
Aluminum
Color: Earth-tone Brown
Hardware: Built-in with dead bolt; overlapping frame
- **TOILETS**
Bowl must be 16” high and must meet code for water usage efficiency. You may use standard tank or low bowl tank, depending on whether or not there is a vanity “shelf” in the guest bathroom.
- **SHUTTER INSTALLATION**
 1. Approved plans must be submitted to Management prior to any installation.
 2. No shutter may touch the frame of windows and screens
 3. The bonnet of any shutters facing the water must be painted to match the building.
 4. All shutter railings on walkway windows must be painted to match the windows association colors; paint will be supplied by Punta Rassa maintenance department.
 5. No shutter with center bar will be allowed.
 6. No accordion shutters are allowed – Electric shutters require a licensed electrical contractor and wiring must be inside the unit. **PROVIDE COPY OF COUNTY PERMIT FOR BOTH WIRING AND INSTALLATION TO THIS OFFICE.**
- **SUNSCREEN INSTALLATION ON WINDOWS**
 1. No specific qualifications.
 2. No sunscreen can be attached to the screen frame.
 3. The bonnet of sunscreens facing the water must be painted bronze or black.
 4. The sunscreen must be bronze in color
 5. Specific installation plans must be submitted to management prior to installation.
- **WINDOWS: ALL WINDOWS MUST MEET MIAMI DADE COUNTY CODE AND SO IDENTIFIED.** Before installations commences, a copy of the Building Permit must be submitted to the Association Office.
 1. The installation of windows for the master bedroom, kitchen or guest bedroom may be either single hung or sliders with screens.
 2. At the top of the opening, a butt header must be installed which is the same width as the slider/window frame, and must be shimmed so it’s perfectly level with the bottom sill. Any voids are to be foamed and caulked on both sides.
 3. If double hung windows are to be installed, specific engineering drawings must be attached to this application.

4. Track design must be compatible with rollers used.
5. Large missile glass must be used on floors 1 – 4.
6. Small missile glass may be used on floors 5 – 12.
7. Any wood shims or bucks must be treated and/or painted with exterior primer prior to the installation of windows. Shims used must be of cedar or plastic.
8. See Waterproofing
 - **CAULK**
 1. Soudal, SoudaSeal All Purpose, All Surfaces – All Materials
 - **SILL PAN**
 1. Will consist of an aluminum or stainless-steel break-metal flashing of not less than .095 thickness and is required on all waterfront openings.
 2. The design of the metal flashing shall have the inside of the flashing turned up a minimum of ½” which will butt up against the frame of the window and be soldered or welded.
 3. The engineering design of the sliders, either for the master bedroom or the lanai knee wall must have at least a 3” space between the railing and the sill. Also, the design of the support structure must not cover the lanai knee wall weep holes.
 4. A sealant bed will be applied between the bottom of the window and the pan.
 5. Additionally, a sealant bed will be applied between the pan and the building.
 6. Water proofing.

WINDOW ENGINEER INSTALLATION PLANS MUST BE SUBMITTED TO THE ASSOCIATION MANAGER AS PART OF THIS APPLICATION.

- **GENERAL CONDITIONS**

1. Proper workmanship is expected.
2. All joints must be sealed.
3. Lee County Inspection must take place before closure.
4. Management inspection must take place before closure and final payment by homeowner.

Contractor Printed Name: _____ Date: _____

Contractor Signature: _____ Date: _____

Owner Signature: _____ Date: _____