



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 3, 2017

Dear Owner,

As you consider making modifications to your home at Punta Rassa, it is very important that you understand your responsibilities and those of your chosen contractor(s) in relationship with the Association and to Lee County Building Department.

Attached is important information from our condo Declaration which must be heeded. Please take the time to read it thoroughly and to be sure that your contractor understands all rules and regulations which apply to him/her.

If it is reported or observed by management that the contractor(s)/owner is in noncompliance with Lee County requirements, Code Enforcement will be notified.

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

Respectfully,

James Walker
Association Manager

Board Members:

Gerry Dehm, Vice President
Joe Faulhaber, Treasurer
Bruce Galles, Secretary

James Simantel, President

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

Assoc. Mgr. James Walker, PCAM, CGC

PUNTA RASSA CONDOMINIUM ASSOCIATION
DECLARATION RELATIVE TO UNIT MODIFICATION & REQUIREMENTS OF
LEE COUNTY BUILDING DEPARTMENT

This form was approved by the Board of Directors November 2, 2010

Articles 9.3 and 9.6 of the Declaration of Condominium for each of Phases I, II, III and IV of the Association imposes numerous requirements and restrictions concerning the modification and alteration of a condominium unit within Punta Rassa. As stated, "No owner shall make or permit the making of any structural modifications or alterations in a unit without first obtaining the written consent of the Association Manager."

In addition to the restrictions and requirements imposed by the governing documents, please be advised that any modifications or alterations to a unit must comply with, in addition to all requirements under the governing documents, all permitting, inspection, and contracting requirements imposed by local, state and federal law. Failure to comply with any of these restrictions will subject you to fines, not only from the Association, but also the County and/or State of Florida. For example, if you attempt to do anything that requires a permit such as replacing windows, making any structural alteration, plumbing alteration or electrical alteration, your failure to hire a licensed contractor or failure to obtain the prior written consent of the Association Manager shall subject you to fines and penalties. In addition, failure to hire a licensed contractor may limit your ability to seek recovery against the contractor under Florida laws and regulations.

If you are not sure a permit is required for the work, or if you have questions about a Contractor's licensing requirements, please contact Lee County at 239-533-8329. **Be Aware: Please contact Lee County or the Punta Rassa Manager if you are personally asked by your contractor to apply for the permit. Under applicable law, except in limited circumstances, State law requires a contractor to obtain the permit where work will be done by a licensed contractor.**

In the office we have specs for windows, screen doors, tile, wood floor with floor sound proofing, and water heaters for your information and for your Contractor. Water heaters must have a square drip pan in lieu of a round one. Sample engineering specifications for enclosing lanais with hurricane glass are available at the office and your plans must meet Lee County Code requirements. It is mandatory that you use these specs because of the standard of construction required to support the installation. Please consult the governing documents pertaining to your unit for additional specifications concerning various restrictions on particular unit alterations or modifications.

To perform work in unincorporated Lee County, contractors must have a State issued license which is registered in Lee County Certificate of Competency (a.k.a. Local License) which is applied for and issued through Lee County. Please note that an occupational license or business tax license does NOT constitute a valid contractor's license under Florida Law (Chapter (455) or Lee County Ordinances (including Lee County Ordinance 00-26). Additionally, the licensed contract and/or you as unit owner, must submit proof of liability insurance and worker's compensation insurance to the Association Manager together with your unit modification request form.

FAILURE TO COMPLY WITH THE UNIT MODIFICATION REQUIREMENTS, INCLUDING THE FAILURE TO OBTAIN THE PRIOR WRITTEN CONSENT, WILL SUBJECT YOU TO A FINE FROM THE ASSOCIATION, IN THE HIGHEST AMOUNT PERMITTED BY LAW AND THE GOVERNING DOCUMENTS OF THE ASSOCIATION. UNIT MODIFICATION FORMS ARE AVAILABLE ONLINE AT www.puntarassa.org OR IN THE OFFICE.

Owner Signature: _____ Date: _____

Contractor Signature: _____ Date: _____

Punta Rassa Declaration of Condominium Section 9.3 and 9.6

Additional Unit Owner Obligations. In connection with his maintenance, repair and replacement obligations, the unit owner shall also have the responsibility to obtain the prior written approval of the Association, through the Board of Directors, before performing any maintenance, repair or replacement which requires: changes or alterations to the physical appearance of the condominium property; excavation; access to building roofs; removal or modification of any interior partitions walls, or cabinets, whether load-bearing or not; relocation of plumbing or electrical lines or fixtures; the use of heavy or noisy equipment; such other actions as may cause concern for the peace and safety of the condominium and its residents or the aesthetics of the condominium property. The Association may condition such approval on criteria as the Board deems reasonable, including but not limited to, submission of a Unit Modification Request, and:

- Use of licensed and insured contractors and requiring proof of same;
- Oversight by the Association or its agent;
- The unit owner submitting plans as to the scope of the contemplated repair;
- Restrictions as to hours of work;
- Imposition of time limits in which jobs must be completed and prohibitions against major renovations during certain times of the year.
- Restrictions regarding equipment that may be parked or stored on or near the condominium property during construction.
- Restrictions regarding storage of materials and supplies necessary for the construction to be performed.

Nothing shall preclude the Association from acting as the owner's agent and obtaining the services of Contractors to perform unit owner maintenance responsibilities, provided that the Association and the owner so agree and provided that the owner is deemed to consent to reimbursement of expenses incurred, secured by such rights as exist for collecting common expenses under these condominium documents.

Alterations by Unit Owners. No owner may make or permit the making of any modifications or alterations to his unit, the common elements, or the limited common elements, or in any manner change the appearance of any portion of the condominium, or make any structural change within the unit interior without first obtaining the written consent of the Board of Directors, which consent shall be denied if the Board determines that the proposed modifications or alterations would adversely affect, or in any manner be detrimental to, the condominium in part or whole. The Board may, in appropriate circumstances, require sealed plans from an Architect or Professional Engineer licensed to practice in Florida as a condition of reviewing any requested modification, alteration or addition to the condominium property. The Board, in reaching its decision, may take into account uniformity of appearance, compatibility with architecture in Punta Rassa Condominiums, the quality of the proposed alteration, objections of neighboring residents, and such other criteria as the Board may reasonably adopt in reaching its decision. If the Board determines to permit any alteration or addition which is visible from the exterior of the premises, from any vantage, said addition or improvement must also be approved by the unit owners in the manner provided in Article 9.8 of the Declaration of Condominium, regardless of the cost or expense of such addition or alteration, but such unit owner approval shall not be required in the case of balcony enclosures. If any unit owner requests approval of an alteration or modification involving the removal or modification of any interior partition or wall, the Association may permit such removal if the removal would not materially affect or interfere with the utility services constituting common elements, if any, located therein or the structural integrity of the building.

Owner Responsibilities

- 1) *Submit fully completed Unit Modification Packet and all required documentation to the Association before work begins. (Please note that submission of a completed form is required before the Association will approve any alteration or modification to a unit.)*
- 2) Acquire and retain signed "Approval to Perform Work" from Administration before the work begins.
- 3) Consult Administration concerning applicable specifications. (Recommend gaining approval before signing vendor contract as well.)
- 4) At any time during the course of the approved modification, promptly advise Administration, in writing, of any change to the information in the submitted Unit Modification Application before being implemented.
- 5) 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.
- 6) Tile removal must be done in one (1) day. Plan accordingly with equipment and man-power. Underlayment for all flooring is required. (See Manager for Specifications)
- 7) Please remember to notify the Manager's Office of your Arrival and Departure from Punta Rassa during your renovation so that we will know where to contact you if the need arises.
- 8) Floor coverings must be laid in elevator and on walkways to ensure cleanliness. Please notify the Administrative Office 24 hours prior for elevator pads.
- 9) Owner is responsible for the conduct of those associated with project. The Owner and/or Contractor will pay any costs to the Association for damage that may be caused by the Contractor outside the confines of the unit (i.e. elevator damage, exterior wall or railing damage, etc.).
- 10) When any County permit is issued, a copy must be filed with the Administration Office to become a part of permanent records.

Owner Signature: _____ Date: _____

Owner Phone No.: (_____) _____ - _____

Contractor Signature: _____ Date: _____

UNIT REMODELING APPLICATION

(I/We){Owner(s)} _____ request permission to make the following modifications to Unit _____ in Building _____.

The following areas will be affected (Circle all that apply):

Kitchen, Dining Room, Bathroom, Living Room, Bedroom(s), Foyer/Hall, Balcony, Lanai rolling doors, Bedroom, Guest Bedroom or Kitchen Window, Shutters, Flooring. Other (explain)

(Attach additional notes/use back of form if necessary)

Description of work to be done (this must include an approved type and brand of window being used). If a plumber or electrician is required, describe type of work to be performed and speak to the Manager. (Attach additional notes/use back of form if necessary)

ANY flooring work must be discussed with Manager and requires inspection. Specs for your contractor are attached. Contractor MUST speak to the Manager regarding flooring.

Please attach the following information for your General Contractor and/or each Contractor(s) or Sub-contractor involved with this project: (use separate sheet for sub contractors)

General Contractor Name: _____ Phone: (____) ____-_____

Company Name: _____ Company Phone: (____) ____-_____

Address: _____ Email: _____

Name of Foreman responsible for work: _____ Phone: (____) ____-_____

- 1) Copy of following from **each** Contractor and/or sub-contractor:
 - a. State License registered in Lee County or Certificate of Competency
 - b. Proof of Insurance: Liability Insurance, Worker's Compensation Insurance, Automobile Insurance.
 - c. Signed Contractor's Rules and Regulations form
 - d. Any relocation or modification to wall partitions will require a site plan to be furnished.
 - e. Copy of Building Permit. This is strictly enforced.

Date work is scheduled to begin: _____ Number of days to complete project: _____

I/We are aware that as the unit owner(s), I/we have agreed to the provisions of this Unit Modification Form and I/we take full responsibility for the conduct of anyone associated with this project and full responsibility for payment of any damages to the Association or other unit owners in connection with the work performed on my/our behalf. Further I/we agree that if any of the rules and regulations are violated, the association reserves the right to stop work immediately and issue a violation notice and a fine of up to \$100.00.

I/we attest to the fact that I/we have read the attached Punta Rassa condo Declaration information as it relates to unit modification and the requirements of Lee County Building Department.

Owner Signature: _____ Date: _____

Contractor Signature: _____ Date: _____

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. (See Manager for Specifications)
- ❖ 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

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

Owner Signature: _____ Date: _____

Owner Phone No.: (_____) _____ - _____

Contractor Signature: _____ Date: _____

Punta Rassa Manager: _____ Date: _____

Contractor's Rules & Regulations

This must be posted conspicuously at the job site

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Owner Signature: _____ Date: _____

Owner Phone No.: (_____) _____ - _____

Contractor Signature: _____ Date: _____

Punta Rassa Manager: _____ Date: _____

(Contractors copy)

REQUIREMENTS FOR THE INSTALLATION OF TILE AND WOOD FLOORING

1. Application must be made to the Management office requesting authorization to proceed prior to starting ANY work.
2. **48 HOURS NOTICE MUST BE GIVE TO THE ADMINSITRATIVE OFFICE** so that appropriate warnings are posted in the buildings letting owners know that flooring will be removed which will generate considerable 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.
(See Manager for Specifications)
4. All flooring must have an underlayment with a minimum thickness of 90 ml and a sound transfer rating of 52 or greater. (See Waterproofing – Pg. 9) **(See Manager for Laminate flooring)**
5. The installation of the underlayment is so that all seams are tight and will not allow any protrusion of thin-set or mortar. (See Waterproofing – Pg. 9)
6. Prior to the commencement of laying tile, the Manager must be contacted to perform an inspection of the underlayment.
7. Underlayment must be used wherever flooring is to be installed. This includes lanais.
8. 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. (See Waterproofing – Pg. 9)
9. An acoustical sealant must be applied in the ¼” spacing and must be inspected by the Manager. (See number 13)
10. 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.
11. 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.
12. You may NOT use the grocery carts for ANY reason.
13. **Approved underlayment’s ONLY can be used:** **(Must be used for tile flooring)**
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)
14. **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’S SIGNATURE: _____ **DATE:** _____

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(Contractors copy)

- **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 and ball valve.
- **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**
 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.
- **WINDOW INSTALLATION**
QUALIFICATIONS OF CONTRACTOR:
 - You must be a licensed contractor, licensed to install windows and door-walls.
 - You must provide a copy of said license as well as proof of Liability and Workers Comp insurance.
 - You must show proof of factory certification of the installer for each brand of window you plan to install.
- **SPECIFICATIONS**
Windows: **Only Windoor, PGT, IWC or Sun Metal will be installed in aluminum frame only.**
 1. The installation of windows for the master bedroom, kitchen or guest bedroom may be either single hung or sliders with screens.

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(Contractors copy)

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 design of the sliders, either bedroom or lanai, must have at least a 4” sill. In the event there is an installation between the lanai and living room, upon owner’s request, the sill can be reduced in height. The owner must sign off on this indicating they understand there might be water intrusion and that they hold the association harmless.
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.

- **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.

- **SPECIAL CONDITIONS**

1. If condo association elects to have openings tested, the test will cost approximately \$2,000.00 to hire an independent testing laboratory.
2. The test must meet engineering design pressures.
3. If the test fails, the Contractor will be responsible for the cost of the test, the rework and the re-testing.
4. Failure to abide by the conditions of this agreement may result in the Contractor being prohibited from doing further work at Punta Rassa.

OWNER SIGNATURE: _____ DATE: _____

CONTRACTOR SIGNATURE: _____ DATE: _____

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