



15008 Punta Rassa Road, Fort Myers, FL 33908  
Tel: (239) 466-9148 – Fax: (239) 466-9331  
Web: [www.puntarassa.org](http://www.puntarassa.org) – E-mail: [admin@puntarassa.org](mailto:admin@puntarassa.org)

March 30, 2022

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 Management observes that you, the contractor, are in noncompliance with Lee County requirements, Code Enforcement will be notified.

**Failure to comply with the Punta Rassa Condominium Association Documents and Rules will result in penalties by the Association or Lee County and immediate stoppage of work by the Association or Court Order.**

You are required to meet with the Association Manager with a scope of work and your application for a permit before work can commence. Your approval to have a work commencement letter will be issued once your application to modify said unit has been approved.

Respectfully,

Michael Bancroft  
Association Manager

**Board Members:**  
Robert Mizek, Vice President  
Bruce Heymann, Treasurer  
Edna Luther, Secretary  
Assoc. Mgr. Michael Bancroft, CMCA, AMS

**Joe Faulhaber, President**  
David Fowler, Director  
Tim Hester, Director  
David Nielsen, Director

# Contractor's Rules & Regulations

**This must be posted conspicuously at the job site**

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

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

General Contractor/Contractors attests that permits will be obtained for any work requiring one, and the appropriate agency will inspect that said work. 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 carts FOR ANY REASON.
- ❖ Place nothing against the common area wall unless the 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 the elevator for a specific time if needed to load/unload.
- ❖ Floor coverings must be laid in the elevator and on walkways to ensure cleanliness. Please notify the Administrative Office 24 hours prior for elevator pads.
- ❖ Construction debris must be removed from the premises, not in dumpsters, trash chutes, or drains.
- ❖ Cleaning must take place off property or self-contained until removed.
- ❖ Park in the vendor lot as directed by staff.
- ❖ Tile removal must be done in one (1) day. 48 HOURS NOTICE MUST BE GIVEN TO THE ADMINISTRATIVE OFFICE. Appropriate warnings are posted in the buildings, letting owners know that flooring will be removed, generating considerable noise. Plan accordingly with equipment and manpower. 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 daily. 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.

**NONCOMPLIANCE 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: \_\_\_\_\_

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

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# REQUIREMENTS FOR THE INSTALLATION OF TILE AND WOOD FLOORING

1. The contractor must contact the Association Office before commencing work.
2. If 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 manpower. **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 underlayment installation is so that all seams are tight and will not allow any protrusion of thin-set or mortar.
7. Before the commencement of laying tile, the Manager must be contacted to inspect the underlayment.
8. Underlayment must be used wherever flooring is to be installed. This includes lanais.
9. The tile placement must be so that there is a minimum of ¼” spacing between the tile and any wall throughout the unit. **The tile grade on the lanai must be sloped to the weep holes.**
10. An acoustical sealant must be applied in the ¼” spacing and must be inspected by the Manager.
11. If 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 ten 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:**

- **SMOKE DETECTORS AND FIRE ALARM SPEAKERS**  
Any alteration that is not adequately restored will be at the owner's expense.
- **WATERPROOFING**  
All windowsills, thresholds, and exposed balconies will be waterproofed with **Blue Barrier – Lambert 932 Link**, lightly dusted with silicone sand before using any cement mastic over it.
- **HOT WATER HEATER PANS**  
Must be wall to wall, galvanized, watertight, and with a drainage outlet.
- **AIR CONDITIONERS**  
The A/C unit should be sized accordingly to the size of the condo and the location of the building. The A/C should have an automatic overflow shut-off so that drainage will be acceptable to allow cleanout. The compressor should be mounted on vibration pads in the roof, and the A/C should be marked with the condos unit number. Prior to installation, contractor will submit a copy of the building permit to the Association Office.
- **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 the code for water usage efficiency. You may use a 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 before 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; the Punta Rassa maintenance department will supply the paint.
  5. No shutter with a 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 A COPY OF THE 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 before installation.
- **WINDOWS: ALL WINDOWS MUST MEET MIAMI DADE COUNTY CODE AND SO IDENTIFIED.** Before installations commence, a copy of the Building Permit must be submitted to the Association Office.

1. The windows installation for the master bedroom will be sliders with a screen only, and the kitchen or guest bedroom may be either single-hung or sliders with screens.
2. At the top of the opening, a butt header may 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 before installing 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. It will consist of a stainless-steel break-metal flashing with welded corners 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 window frame and be soldered or welded at each corner.
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. Waterproofing.

**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 the homeowner.

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Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_