



## CONTRACTOR PACKET CHECKLIST

Please make certain the following items are included in your Contractor Packet Submission to Management. If any of the following items are missing, your packet is considered incomplete and cannot be accepted until all documents are attached.

Fully completed application form. All information written on the application must align with the **"ORIGINAL PROPOSAL OF WORK"** you are requesting approval.

Original Proposal of Work must be attached to the application. The proposal must include the **"FULL SCOPE OF WORK"** and be included within the Application. This is reviewed to insure it meets the Jade Winds Association, Inc. Architectural Requirements and guidelines to assist with the approval.

**NOTE: All proposals must include "ALL DEBRIS WILL BE REMOVED IN A NEAT AND CONTAINED MANNER AND WILL BE DISPOSED OF OFF SITE, AND NOT WITHIN JADE WINDS ASSOCIATION, INC. PROPERTY."**

All applications must be supported by active **"LICENSE TRADE LICENSE"** in the State of Florida and must include the following:

- a. Active License (copy) with license number for verifying online
- b. Current Certificate of Insurance showing Jade Winds Association, Inc. As "additional insured", with the address 1700 NE 191<sup>st</sup> Street, North Miami Beach, FL 33179.
- c. General Contractors hiring sub-contractors, the General Contractor Must provide the License and Insurance meeting all Jade Winds Association, Inc. requirements.
- d. Electrical, Plumbing, Flooring, Renovation Projects, Interior Structural Work, Window Replacements, etc., the contractor must be licensed in In Florida. All listed trades require license in their specific trade, or a General Contractor to perform the work. Check Miami-Dade County Permitting requirements prior to submission.
- e. Permit Applications and Notice of Commencement must accompany the application.
- f. Notice of Commencement must be posted in the window facing out to the catwalk.
- g.

Permits – Upon completion of the project the unit owner is responsible for providing Management with the **"CLOSED PERMIT"** to avoid violations with the Association.

Termination of Notice of Commencement – Notice of Commencements should be terminated or closed out upon issuance of, or close out of the permit.

SUBMITTE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE STAMPED COMPLETE: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_

## CONTRACTOR PACKAGE

### ARCHITECTURAL APPLICATION REQUIREMENTS

1. Application must be filled out completely. All information written on the application must align with the "Original Proposal" of work being done inside the unit.
2. Original Proposal – must be attached to the application. This is to review the "original scope of work" against the application to determine full requirements to achieve approval.
3. All applications submitted where the work requires a "Licensed Contractor in the State of Florida" must include the following.
  - a. Active License
  - b. Current Insurance meeting the requirements of Jade Winds Association.
  - c. Sub-contractors of any General Contractor, the General Contractor must provide the the License and Insurance, all meeting the requirements of Jade Winds Association.
  - d. Electrical, Plumbing, Flooring, Renovation Projects, Interior Structural Work, Impact Windows, etc. All of these require a Licensed Contractor in the field indicated, or a General Contractor.
4. Permit Applications – All work requiring a licensed contractor, excluding flooring, will require copies of permit applications at the time of application. If there is non-invasive work being performed by an electrician or plumbing contractor, these **"MAY BE EXCLUDED"**, please ask your customer service representative. (Example: Install of a new ceiling fan or light, changing out a breaker panel box.)
5. Renovation Projects-Window Installations-Plumbing Projects-Electrical Retrofitting – All require approved and stamped plans by Miami-Dade County.

**JADE WINDS ASSOCIATION, INC.**

**Contractor Package**

## **Jade Winds Association, Inc. Contractor Package**

The Jade Winds Association, Inc. Contractor Package contains pertinent information and procedures for contractors working in units located at 1700 NE 191<sup>st</sup> St, North Miami Beach, FL 33179.

Please read carefully this information and pass it on to your employees and/or subcontractor's. Failure to abide by these policies may lead to excluding you from working in the building(s).

### **WORK HOURS**

Working hours are from 8:30 am to 4:00 pm Monday through Friday.

NO WEEKEND, HOLIDAY OR EVENING WORK IS PERMITTED.

### **ENTRY**

All contractors are required to stop by the office to sign in.

Unit owners must provide their contractors with a copy of their unit key. Management will NOT release the emergency key to contractors.

### **PARKING**

Contractor's vehicles must be parked in....

### **PAPER WORK**

CONTRACTOR PACKAGE ACKNOWLEDGMENT FORM: An acknowledgement form must be on file with the Management Office recognizing your receipt of the JADE WINDS ASSOCIATION, INC. Contactor Package.

CONTRACTOR/DESIGNER/VENDOR AUTHORIZATION FORM: A contractor/designer/vendor authorization form must be on file with the Management Office listing your company's name and all subcontractors signed by the Unit Owner or their authorized agent prior to starting work in the unit.

MODIFICATIONS, ALTERATIONS AND ADDITIONS APPLICATION: A modification, alteration and addition application must be on file with the Management Office.

### **LICENSE AND PROOF OF INSURANCE**

All contractors must be licensed and insured. Copies of licenses, insurance certificates (to include liability and worker's compensation with a minimum of \$1,000,000.00 coverage) and permits must be on file in the Management Office prior to the commencement of work.

The general liability insurance policy shall name the Association (Jade Winds) as additional insured.

### **WORK PERMITS**

Any renovation work in a residential unit other than painting and minor repairs requires a work permit.



#### Section 104 of the Florida Building Code states:

It shall be unlawful to construct, enlarge, alter, repair, or move, remove or demolish any building structure, or any part thereof; or any equipment, device or facility therein or thereon; or to change Occupancy of a building from one use Group to another requiring greater strength, means of egress, fire and sanitary provisions; or to change to an unauthorized or prohibited use; or to install or alter any equipment for which provision is made or the installation of which is regulated by this code; without first having filed application and obtained thereof, from the Building Official, validated by payment thereof.

Violations of this requirement by the City of Miami Building and Zoning Department will result in a fine of double the amount of the required permit plus additional processing fees. Please note the location of the City of Miami Building and Zoning Department which is as follows:

#### **FLOORING**

The City of Miami requires the Association's approval letter for a flooring permit. No work can commence until the Management Office has been provided with a copy of the flooring permit as well as all other documents (e.g. license, insurance, sound proof spec, receipt of sound proof purchase, etc....)

The installation of hard flooring materials require the application of sound control materials in accordance with the flooring standards set forth in the Condominium Documents. All hard floor installations require a minimum Sound Transmission Classification (STC) rating of 60 and Impact Isolation Classification (IIC) of 60.

Cork is not an approved sound control material in this association. A copy of the spec and sample piece of the sound control material being used must be submitted to the Management Office prior to any flooring work.

Waterproofing is required on the balcony.

Jackhammers cannot be used to remove hard floor or wall materials.

#### **DELIVERIES**

All deliveries must be scheduled with the Management Office at least seventy-two (72) hours in advance. However, we recommend that you schedule deliveries 2 weeks in advance. Delivery vehicles are only permitted to stay in the Receiving Area to unload and load materials, equipment and/or furnishings.

#### **COMMON AREA PROTECTION**

In the event any damages are caused to the hallway corridors, ceiling, doors and/or other common elements of the building(s) by the contractor working in a residential unit, the \$500.00 security deposit will be used to offset the costs for damages caused by the contractor.

Any damages that exceed the security deposit will be billed to the contractor and/or unit owner. Failure to immediately correct the damages will result in not allowing the contractor to work in the building(s).

#### **ELEVATOR USE**

The service elevator is the only elevator for the exclusive use of contractors, their equipment, supplies, and/or tools. All material must fit inside the service elevator cab. The weight capacity is 2500 pounds.

#### **TRASH REMOVAL**

During renovation, hallways, stairways and storage areas are to be kept trash free.

All trash is to be bagged, tied and removed from the job site on a daily basis. Building management will not provide a dumpster for the use of outside contractors. Failure to abide by our Trash Removal requirements will result in not allowing the contractor to work in the building(s).

#### **SECURITY DEPOSIT**

A security deposit of Five Hundred Dollars (\$500.00) is required before the commencement of any work.

#### **APPROVAL PROCEDURE**

Prior to beginning any alterations/improvements, the Unit Owner shall submit a completed Application Package. The Management Office and Board shall have 7-10 days after the date of receipt the application within which to approve or disapprove same in the Board's sole discretion.

The Unit Owner acknowledges and agrees that by filling their application with the Association, the Unit Owner has agreed to abide by all the terms and conditions of the Contractor Regulations.

## CONTRACTOR PACKAGE ACKNOWLEDGEMENT FORM

### ACKNOWLEDGEMENT BY UNIT OWNER:

We acknowledge receipt of the Jade Winds Association, Inc. Contractor Package and understand that as Unit Owner I/We am/are liable for the expenses of fines, damages, repairs and other related expenses etc. due to negligence of my/our agents, employees. I/We hereby agree to comply with all of the above procedures and to cause my contractors and their subcontractors and vendors and all of their employees and agents to comply these procedures.

\_\_\_\_\_  
Unit Owner

\_\_\_\_\_  
Authorized Agent for the Unit Owner(s)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Date \_\_\_\_\_

The undersigned contractor(s) which shall be performing work on Unit # \_\_\_\_\_ hereby agrees a condition of entry to JADE WINDS ASSOCIATION Property and the Unit strictly comply, and to cause its subcontractors, vendors and all of our agents and employees to strictly comply with the above procedures which the undersigned acknowledges that it has carefully read and understands.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Authorized Agent for the Unit Owner(s)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Date \_\_\_\_\_

## CONTRACTOR/DESIGNER/VENDOR AUTHORIZATION FORM

I \_\_\_\_\_, resident of Unit # \_\_\_\_\_, Building \_\_\_\_\_,

Hereby authorize the following personnel of designated company to be registered as workers in my Unit.

COMPANY NAME: \_\_\_\_\_

TYPE OF WORK/SERVICE TO BE PROVIDED:

\_\_\_\_\_

Please list names of authorized personnel:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of authorization \_\_\_\_\_ to \_\_\_\_\_.

Note:

I understand and agree the Contractor/Designer and/or Vendors may not be provided with building access devices.

Once the Management Office has the authorization and all required documentation has been provided and approved, the above listed parties for the length of time specified will be allowed access to the property during regular work hours.

Date: \_\_\_\_\_

\_\_\_\_\_

Resident Signature



## ARCHITECTURAL MODIFICATION/IMPROVEMENT/ADDITION APPLICATION FORM

Unit Owner Name: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Type of modification/Improvement/Addition Requested:

Please describe in detail.

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Please attach a complete set of architectural plans and drawings.

We understand and acknowledge that approval of this application must be granted before work on the Unit may commence and that if any modification, alteration, addition, improvement is done without the approval of the Association, the Association may force the removal of the modification, installation and subsequent restoration to original form at my expense.

We understand that work may not commence until the Association has received a copy of the City of Miami Building Permit. If modification, installation, is done prior to the receipt of the Building Permit, the Association may force the removal of the modification, installation, addition, improvement and subsequent restoration to original form at my expense.

All contractors are responsible for placement and removal of carpet protection on a daily basis as well as the daily removal of debris from the building(s).

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

## HARD FLOORING INSTALLATION APPLICATION FORM

Unit Owner Name: \_\_\_\_\_

Building and Unit#: \_\_\_\_\_

Contact #'s: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Floor coverings of tile, marble, wood or any hard surface material must have installed previously an aggregate sound isolation and acoustical treatment, with such made part of the installation process to meet the minimum standards of Sound Transmission Control (STC) rating of 60 (without a suspended ceiling) and an Impact isolation Class (IIC) of 60 (without a suspended ceiling) and includes perimeter isolation material. These sound control underlayments should be install in strict compliance with the manufacturer's recommendations, including complete perimeter insulation from wall, thresholds, sills, sliding door tracks, doorframes, and casings. No bare concrete will be allowed. The owner must present a certificate from the manufacturer that guaranties the above minimum requirements are respected with a copy of an IIC test result. The developer approved sound transmission control product is Profecto Wrap. The Management Office must be notified when the soundproofing installation has been completed so that we may inspect and take a picture of the installed areas for the unit file records.

Location where the floor will be installed	Footage	Type of hard flooring
Bathroom(s)		
Bedroom(s)		
Den		
Dining		
Kitchen		
Living		
Utility		

*Any balcony hard flooring installation must be in accordance with the recommended details provided in the Designer and Contractor's Regulations Guide.*

Any balcony hard flooring installation must be in accordance with the recommended details provided in the Designer and Contractor's Regulations Guide.

Balcony footage: \_\_\_\_\_ Type: \_\_\_\_\_

The above named contractor is attesting to the fact that proper soundproofing as stated above will be installed.

\_\_\_\_\_  
Authorized Contractor Signature

\_\_\_\_\_  
Date

JADE WINDS ASSOCIATION, INC.

ARCHITECTURAL MODIFICATION APPLICATION FORM

Date \_\_\_\_\_ Unit# \_\_\_\_\_

Unit Owner (Applicant): \_\_\_\_\_

Telephone # \_\_\_\_\_

Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

**TYPE OF MODIFICATION BEING REQUESTED**

Please describe in detail. Include material, color, size/dimensions and areas involved. Please refer the declaration of Condominium Section.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARCHITECT'S PLANS & DRAWINGS AND/OR MATERIAL SPECIFICATIONS MUST BE ATTACHED BEFORE APPLICATION WILL BE CONSIDERED. SUBMIT COPIES OF CONTRACTOR'S CERTIFICATE OF INSURANCE AND LICENSE. UPON ASSOCIATION APPROVAL BUILDING PERMITS FROM THE CITY OF MIAMI. CONSTRUCTION IMPROVEMENT PAYMENT MUST BE PROVIDED PRIOR TO COMMENCING WORK.

I/We hereby make application to JDE WINDS ASSOCIATION, INC. for the above described item to be approved in writing.

I/We understand and acknowledge that approval of this request must be granted before work on the modification may commence and that if modification/installation is done without the approval of the Association, the Association may force the removal of the modification/installation and subsequent restoration to original form at my expense.

All contractors are responsible for removal of debris as a result of improvements. Upon approval, remember to schedule with the Management Office in advance for the installation date(s).

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**This section is for office use only**

APPLICATION APPROVED \_\_\_\_\_

APPLICATION DENIED \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_

See Contractor Improvement Fee Schedule for required payments.



## RELEASE, INDEMNITY AND HOLD HARMLESS AGREEMENT

The Release, Indemnity and Hold Harmless Agreement ("Release") is executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_, the owner(s) and/or residents of Unit# \_\_\_\_\_ at the JADE WINDS ASSOCIATION, INC. located at 1700 NE 191<sup>st</sup> St, North Miami Beach, FL 33179.

In consideration for being permitted the accommodation and benefit of the use of amenities, clubhouse and or interior rooms, pools, spas, and related areas on the common elements ("the property") with the Association's employees, or any other agent, employee, or contactor of the Association, or any other personnel (collectively referred to as the 'Personnel') for the use there of or for any reason whatsoever on the undersigned's behalf, the undersigned Owners/Residents hereby release, indemnity and hold harmless the Association, its Directors and Officers, and the personnel, from and against all claims, damages, losses and expenses, including attorney's fees at both the trial and appellate level, arising out of any claims for the loss, theft or damage to the property or personal injury not limited to death of the resident or his/her guests related to the usage, occupancy, or entering of the property and agree not to assert any claims against the foregoing parties for the services performed or access granted and use there of there or hereunder. This release and the indemnification obligation set forth herein shall extend to all claims for damages, losses and expenses of any nature whatsoever attributable to loss, theft, damage and or destruction and or personal injury not limited to death of the resident or his/her guests related to the usage, occupancy, or entering of the property weather caused in whole or in part by any negligent act or omission of the personnel, resident or otherwise the Association will have the right to limit or condition performance of the above-referenced services or access to common elements or limited common elements as the Board of Directors may reasonably determine from time to time in the exercise of its sole discretion, including but not limited to the right to eliminate any of the above referenced services, amenities or access to both limited common elements or common elements.

The undersigned hereby acknowledges that the personnel are authorized to accept, receive, direct or remove guests, visitors or others at the undersigned's sole risk. The undersigned further acknowledge that the Association is not willing to provide the above referenced services to the undersigned Owners/Residents without the benefit of this Release and agree that the services by the Association pursuant hereto are performed as a courtesy and an accommodation to the Owners/Residents and are not part of the responsibilities or duties of the Association. Accordingly, the undersigned agree that the Association and the personnel shall have no responsibility or liability for any claims, damages, losses or expenses arising directly or indirectly from the performance of any of the above services on behalf of the undersigned.

The partial or complete invalidity of any one or more of the provisions of this release shall be binding on the undersigned as well as the undersigned's heirs, agents, employees, contractors, legal representative and assigns.

The undersigned has read this release, understands all the terms and executes it voluntarily and with full knowledge of its significance.



IN WITNESS WHEREOF, the undersigned have executed this Release the day and year set forth above.

Witness:

Owner(s)/Resident(s):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

**CONTRACTOR APPLICATION CHECKLIST**

- 1. Contractor Package Acknowledgement Form \_\_\_\_\_
- 2. Contractor/Designer/Vendor Authorization Form \_\_\_\_\_
- 3. Elevator Deposit Check (\$500.00) \_\_\_\_\_
- 4. Proof of General Liability Insurance \_\_\_\_\_
- 5. Proof of License \_\_\_\_\_
- 6. Architectural Modification/Improvement/Addition Application \_\_\_\_\_
- 7. Architectural Plans and Drawings (if applicable) \_\_\_\_\_

**HARD FLOORING (if applicable)**

- 1. Hard Flooring application \_\_\_\_\_
- 2. Sound Proof Specification \_\_\_\_\_
- 3. Sound Proof Sample \_\_\_\_\_