



BRICKELL FLATIRON

Residence Remodeling Application Package

Dear Home Owner,

In order to protect the Home Owner and BRICKELL FLATIRON CONDOMINIUM ASSOCIATION, INC. from liability exposure, you must complete the Residence Remodeling Application Package for any improvements in your home. Together with your designer and or contractor, you will complete the package and submit the required supporting documents.

We highly recommend you thoroughly read the entire package as incomplete packages will not be accepted. Please allow 5-10 business days for review and approval. If your remodeling involves major modifications, we may require additional time to review the plans. The Management Team will make every effort to expedite the review process.

If you have any questions, please contact the Management Team at support@brickellflatiron.com

OWNER REQUIREMENTS PRIOR TO STARTING WORK

Home Owners must have closed on their Unit and provided a Closing Statement & Special Warranty Deed to the Association office. No work can commence without the approval from the Management Office.

APPLICATION PAPERWORK

The RESIDENCE REMODELING APPLICATION must be filled out by the Home Owner and Contractor, submitted to the Association and, approved prior to any work commencing. Copies of all drawings, licenses, and insurances must be submitted at the time of application. After Association approval and prior to commencement of work the Home Owner must supply the Association with a copy of the permit and any notices filed with the City/County/State. All submitted paperwork becomes part of the Owners Unit file.

A check in the amount of \$5,000.00 (refundable deposit at completion of work and closed permit with the City of Miami) made payable to Brickell Flatiron Condominium Association, Inc. must be submitted along with the RESIDENCE REMODELING APPLICATION FORM to the Management Office as a security deposit for any damages to the common areas that may result from the contractors work in your unit.

APPROVAL PROCEDURE

Prior to commencing any type of remodeling to a residence, the Home Owner shall submit a completed Residence Remodeling Application Package for review and approval. The Board, in its sole discretion, shall have 5-10 business days after the date of receipt of form on which to approve or reject the Modification.

The Home Owner acknowledges and agrees that by filing their Residence Remodeling Form with the Association, the Home Owner has agreed to abide by all the terms and conditions of the Improvement Regulations contained herein. The Home Owner further acknowledges and agrees that the Association's approval of the Home Owner's Applications shall not be deemed in any manner to be an acceptance by the Association of any responsibility with respect to the compliance of the plans and specifications to applicable code or laws or to be an acceptance of responsibility in any other manner with respect to said plans and specifications.

The construction plan shall include the following:

- ✓ Plans and specifications for all work to be performed
- ✓ Anticipated commencement date
- ✓ Anticipated completion date
- ✓ If applicable, engineering report confirming review of structural load capacity and x-ray verification of clearance for any slab penetrations
- ✓ List of all contractors, contractor/subcontractor employees, sub-contractors with supervisory personnel and contact information on Contractor's Letterhead
- ✓ Licenses and Certificate (s) of insurance from all Contractors and Subcontractors involved
- ✓ Building Permit application as required by local governing authorities

PERMITS

Failure to comply with permit requirements may result in fines by the City, County, State, and Association, as well as the postponement of work. No workers will be permitted access, make deliveries of materials, or commence work in the unit, without providing the Association with a copy of the permit, as well as displaying the permit on the unit door. Permitting is required when making any improvements involving plumbing, electrical, flooring, and structural modifications. Please visit <http://www.miamigov.com/building/> for more information on permits.

_____ Last Name

_____ Unit #

RESIDENCE REMODELING APPLICATION CHECKLIST

- Complete application and forms signed by Home Owners and contractor including an Common Area Refundable **\$5,000.00** deposit made payable to Brickell Flatiron Condominium Association, Inc.
- Current Contractor and Business Occupational License for all Contractors and Subcontractors, as well as Certificate of Insurance for General Liability and Worker's Compensation for all Contractors.
- Copy of Plans-** Any Electrical/Plumbing/Layout Changes require the submission of a set of plans of proposed work to be completed prior to commencement of work (if applicable).
- Sample of Soundproofing** - A sample of soundproofing material with specifications of soundproofing material proposed with an STC Rating of 72 and IIC Rating of 68.
- Sample of Balcony Flooring** – Home Owner's proposed new balcony flooring will require approval.
- Bathroom Modifications-** Unit Owner's seeking to relocate their bathrooms will be required to provide a separate deposit as well as a set of all plans for review. *There are additional fees and requirements associated with these services- please see RRAP.*
- Slab Penetration:** Unit Owner's performing any work that penetrates the slab will need to submit drawings for review. *There are additional fees and requirements associated with these services- please see RRAP.*

Once your package has been processed and approved, you will be provided with a letter to submit to the City of Miami Building Dept. Once you receive your permit and are ready to commence work you must contact Management and submit the following:

- A copy of the City of Miami Building Permit.
- List of Contractors and Subcontractors Employees List on Contractor's Letterhead.
- Schedule Contractor Orientation with Management. The orientation is approximately 30 minutes.

BRICKELL FLATIRON CONDOMINIUM ASSOCIATION, INC.

RESIDENCE REMODELING APPLICATION

UNIT OWNER (APPLICANT): _____

UNIT #: _____ MAIN #: _____

OTHER #: _____ EMAIL: _____

Estimated Start Date: _____ Estimated End Date: _____

TYPE OF MODIFICATION BEING REQUESTED (Please describe in detail. Include materials and colors used as well as size) attach additional statement if needed:

_____	INTERIOR ALTERATIONS*	_____	PAINTING ONLY*
_____	HARD FLOORING INSTALLATION	_____	BATHROOM ALTERATIONS* **
_____	CARPET INSTALLATION	_____	OTHER*
_____	ELECTRICAL, PLUMBING, AC*	_____	

*ARCHITECT'S PLAN & DRAWING MUST BE SUBMITTED WITH APPLICATION.

Remodeling that requires any slab penetration will require inspection and certification from the contractor of record, Desimone Consulting Engineers. Refer to Slab Penetration Procedures for further requirements. All inspections and certification fees are paid directly by the Owner to Desimone Consulting Engineers.

Additional fees and special inspections may be required. All inspections and certification fees are paid directly by the Owner to engineer of record.

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

On behalf of all the Unit Owners, the undersigned hereby acknowledges that they have read, understand and agree to abide by the rules and guidelines within the Residence Remodeling Application Package for Brickell Flatiron Condominium Association, Inc.

Acknowledgement by Owner:

Signature of Authorized Unit Owner(s) on behalf of all owners

Date

BRICKELL FLATIRON CONDOMINIUM ASSOCIATION, INC.

APPROVAL REQUEST FOR INTERIOR FLOORING AND SOUNDPROOFING DATA INCLUDING BALCONIES

Unit Owner(s) Name: _____ Unit #: _____

Main Phone #: _____ Email: _____

Installation Date: _____ Installer: _____

Installer Address: _____ Installer Telephone #: _____

Flooring/Tiling Description: _____

Soundproofing / Waterproofing underlayment: _____

MIN. STC RATING: 72 and IIC RATING: 68- Must be supported with documented data on sound testing.

Area/Location where flooring will be installed:

Bedroom:	<input type="checkbox"/>	Foyer:	<input type="checkbox"/>	Bathroom**:	<input type="checkbox"/>
Den:	<input type="checkbox"/>	Dining Room:	<input type="checkbox"/>	Balcony*:	<input type="checkbox"/>
Kitchen:	<input type="checkbox"/>	Living Room:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

*All New balcony flooring installations will require Association approval. All supplies, tiles, waterproofing components, and or materials MUST be reviewed and approved by the Management office, prior to the commencement of balcony flooring installation. Any modifications to the existing waterproofing system will require the same material to be used and all work approved by Property Management. All balcony tile installations must meet the City requirements and is not to exceed 42" from the tile finish to the top of the balcony railing.

I hereby agree to have the contractor protect the sub-floor during the use of wet saws or like tools where water is a component. In the event water should leak from my unit, I will bear sole responsibility for clean-up cost and any damages resulting thereof. NO WET SAWS ARE ALLOWED TO BE USED ON THE BALCONIES.

I hereby agree that hallways and walls are to be covered appropriately with RAM BOARD MODEL #RB-38X50 during the entire remodeling process.

I hereby agree to have the contractor submit an affidavit at the completion of the job attesting to the fact that proper soundproofing has been installed and to have Building Engineer review and approve proper soundproofing material has been installed.

BRICKELL FLATIRON CONDOMINIUM ASSOCIATION, INC.

NOTICE AND ACCEPTANCE OF STANDARDS FOR CONTROL OF SOUND TRANSMISSION AND IMPACT ISOLATION (FLOOR COVERINGS) ALONG WITH BALCONY INSTALLATION GUIDELINES

Pursuant to the Declaration of Condominium for BRICKELL FLATIRON CONDOMINIUM ASSOCIATION, INC., ("Floor Coverings"), hard and/or heavy surface floor covering, including, without limitation, tile, marble, and wood, cannot be installed in any part of a condominium unit without the consent of BRICKELL FLATIRON CONDOMINIUM ASSOCIATION, INC. ("The Association").

Each owner agrees that sound transmission in a high rise building such as a Condominium is very difficult to control and that noises from adjoining or nearby units and/or mechanical equipment can often be heard in another unit. The Association does not make any representation or warranty as to the level of sound transmission between and among units and the other portions of the condominium property, except what is indicated on the plans, and each owner shall be deemed to waive and expressly release any such warranty and claim for loss or damages resulting from sound transmission.

The Association shall not approve the installation of any hard and/or heavy surface floor coverings unless certain sound insulation is installed as described below:

The aggregate sound isolation and acoustical treatment preapproved at Brickell Flatiron is Whisper Mat CS (please see enclosed product sheet). All other products must have a minimum Sound Transmission Classification STC of 72 and IIC of 68. A sample of the product being used will require review and approval.

The unit owner shall install the foregoing insulating materials in a manner that provides proper mechanical isolation of the floor coverings from any rigid part of the building structure, whether of the concrete sub-floor (vertical transmission) or adjacent walls and fittings (horizontal transmission) and must be installed prior to the unit being occupied.

Stain or paint finishes to concrete floor slabs are not permitted.

Upon completion of the aggregate sound isolation and acoustical treatment, the contractor agrees to notify Management in order to inspect and photograph the completed installation. No further work shall be allowed until such inspection has occurred by the Association.

If any installation of hard and/or heavy surface floor covering shall be made in violation of these standards, the Association shall have the immediate right to prohibit any further installation or, if already installed, require that the floor coverings be removed at the unit owner's expense and replaced with floor coverings and sound insulation which meets the above-described standards. Compliance with such standards is mandatory under the Declaration of Condominium and shall be enforced for the benefit of all the unit owners in the building. Compliance may be enforced by the Association in the Circuit Court in and for Miami-Dade County, Florida by an action seeking injunction relief or specific performance. The undersigned acknowledges such rights and submits to the jurisdiction of the Miami-Dade Circuit Court for the enforcement of the standards described above. In the event that a juridical proceeding shall be necessary, the Association's costs to make the required corrections and the Association's reasonable attorneys' fees (including trial and appellate fees) and court costs shall be charged against the unit owner and such amount shall be secured by a lien in favor of the Association against the condominium unit and shall be enforceable in accordance with the terms of the Declaration of Condominium.

A copy thereof shall be maintained in the Association's records and may be used in any enforcement proceedings of the Declaration of Condominium. No proposed transfer of title or lease of the condominium unit shall be approved unless the intended transferee or lessee shall have signed a copy of this notice acknowledging the receipt hereof and such transferee's or lessee's agreement to abide by and be bound by the terms hereof.

Guidelines and Procedures for Balcony Modification

Selection of Tile

- The product must be of Porcelain, Ceramic or Natural stone material.
- The product must have a minimum of 1/2" an inch and must not exceed 5/8" inches in thickness.
- The product must be square shaped in the dimensions of 18 x 18, 24 x 24, 30 x 30, 32 x 32, 34 x 34, 36 x 36 or 48 x 48 inches or rectangular-shaped in the dimensions of 12 x 24 or 24 x 36.
- All flooring materials will be approved by the Board of Directors for material color, thickness, and size.

Installation Requirements

- The tile installation method must not affect the existing water drainage system and maintain the same slope provided to the Unit Owner at time of closing.
- The tile should be installed below the frame of the glass system (this includes sliding glass doors and railings) or 3/4" from the glass system in order to be able to remove the frame if needed in the future.
- All balcony tile installations must meet the City requirements and is not to exceed 42" from the tile finish to the top of the balcony railing.

Approval/Denial Process

- Proposed samples will be presented to the Board of Directors for review.
- Management will inform unit owners of the decision via letter of approval or denial within 5 business days of presenting the sample.

On behalf of all the Unit Owners, the undersigned hereby acknowledges that they have read, understand and agree to abide by the rules and guidelines within the Residence Remodeling Application Package for Brickell Flatiron Condominium Association, Inc.

Acknowledgement by Owner:

Signature of Authorized Unit Owner(s) on behalf of all owners

Date

Acknowledgement by Contractor:

Company Name: _____

Print Name of Authorized Company Agent: _____

Authorized Company Agent Signature: _____

BRICKELL FLATIRON CONDOMINIUM ASSOCIATION, INC.

Construction and Improvement Regulations

The following information describes and explains the construction and improvement regulations for Home Owners, Designers and/or Contractors working in Units located at BRICKELL FLATIRON CONDOMINIUM ASSOCIATION, INC. These regulations apply to all Home Owners, Lessees, designers, contractors, sub-contractors and their employees. In the event of an omission, the Association's documents will prevail.

Before commencing any work, we highly recommend that both the Home Owner and Contractor thoroughly read these rules and discuss them with your onsite team members.

CONTRACTOR PREAPPROVAL & INSURANCE REQUIREMENTS

We require that ALL contractors be preapproved by the Management Office. ALL contractors are required to maintain an updated employee list along with all updated licenses and insurance.

All contractors must provide a copy of the following:

- ✓ Any State, County or City required licensing
- ✓ Current Certificate of Insurance (SEE SAMPLE AND NOTES FOR FURTHER EXPLANATION).
- ✓ List of Authorized Employee on company letterhead submitted to support@brickellflatiron.com

CERTIFICATE OF INSURANCE REQUIREMENTS

GENERAL LIABILITY COVERAGE – We require a \$1,000,000 minimum for each occurrence. **An X must also be marked in the Additional Insured and Subrogation Waived columns.**

WORKERS' COMPENSATION COVERAGE – We require Worker's Compensation coverage, even if the company is exempt from obtaining Workers' Compensation coverage by the State. **An X must be marked in the Subrogation Waived column.**

CERTIFICATE HOLDER –

**Brickell Flatiron Condominium Association Inc.
KW Property Management & Consulting
1000 Brickell Plaza
Miami, FL 33130**

KWPRO-1 OP ID: LD

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)
04/24/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BROWN & BROWN OF FLORIDA INC 14900 NW 79th Court Suite#200 Miami Lakes, FL 33016-5869 Fausto Alvarez	CONTACT NAME: Fausto Alvarez PHONE (A/C, No, Ext): 305-364-7800 FAX (A/C, No): 305-714-4401 E-MAIL ADDRESS: _____
INSURER(S) AFFORDING COVERAGE NAIC #	
INSURER A: "FCCI Insurance Company" 10178	
INSURER B: "FCCI Advantage Insurance Co" 12842	
INSURER C: "National Trust Insurance Co." 20141	
INSURER D: "Continental Casualty Co" 20443	
INSURER E: _____	
INSURER F: _____	

INSURED: TEST CUSTOMER ← **Note # 1**

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR. LTR.	TYPE OF INSURANCE	ADD'L SUBR. INSD. WVD.	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CPP00084917	06/17/2014	06/17/2015	EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ Included
						Emp Ben. \$ 1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRER AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<input type="checkbox"/> <input type="checkbox"/>	CA00118267	06/17/2014	06/17/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED. <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input type="checkbox"/> <input type="checkbox"/>	UMB00069317	06/17/2014	06/17/2015	EACH OCCURRENCE \$ 10,000,000
						AGGREGATE \$ 10,000,000
D	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> <input type="checkbox"/>	000617	06/17/2014	06/17/2015	PER STATUTE OTH-ER \$ 1,000.00
						E.L. EACH ACCIDENT \$ 1,000.00
						E.L. DISEASE - EA EMPLOYEE \$ 1,000.00
						E.L. DISEASE - POLICY LIMIT \$ 1,000.00
D	<input type="checkbox"/> Crime	<input type="checkbox"/> <input type="checkbox"/>	596356933	08/10/2014	08/10/2015	Limits see notes
						Ded see notes

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

← **Note # 4**

CERTIFICATE HOLDER ← Note # 5 Brickell Flatiron Condominium Association, Inc. KW Property Management and Consulting, LLC 1000 Brickell Plaza Unit #	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Brown and Brown of Florida, Inc.
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ACORD 25 (2014/01) ← **Note # 6** The ACORD name and logo are registered marks of ACORD

CONTRACTOR CHECK IN/OUT PROCEDURES

1. ALL contractors must check-in and out with Receiving daily.
2. A valid US issued ID must be submitted at check-in.
3. ID Badges must be on at all times when working on the property.
4. Any ID badges lost will result in an Administrative Fee of \$50, billed to the General Contractor and or Unit Owner.
5. Any lost Access Devices will result in an Administrative Fee of \$250, billed to the General Contractor and or Unit Owner.

CONTRACTOR DRESS CODE

All contractors are required to wear appropriate work attire while on property. Contractors wearing tank tops, offensive shirts, shorts and or sandals will not be allowed in to work, NO EXCEPTIONS.

STAY IN YOUR DESIGNATED UNIT AND SERVICE AREAS ONLY

Contractors are only allowed to access the property via Receiving, Service Corridors, and Stairwells. Workers are prohibited from any areas of the building that are not directly related to their work requirement, this includes the Lobby Levels, Amenities, and any units that you do not have access to work inside of.

NO SMOKING

BFI is proudly SMOKE-FREE. SMOKING is prohibited in all Common Areas.

DELIVERIES AND WORK MATERIALS

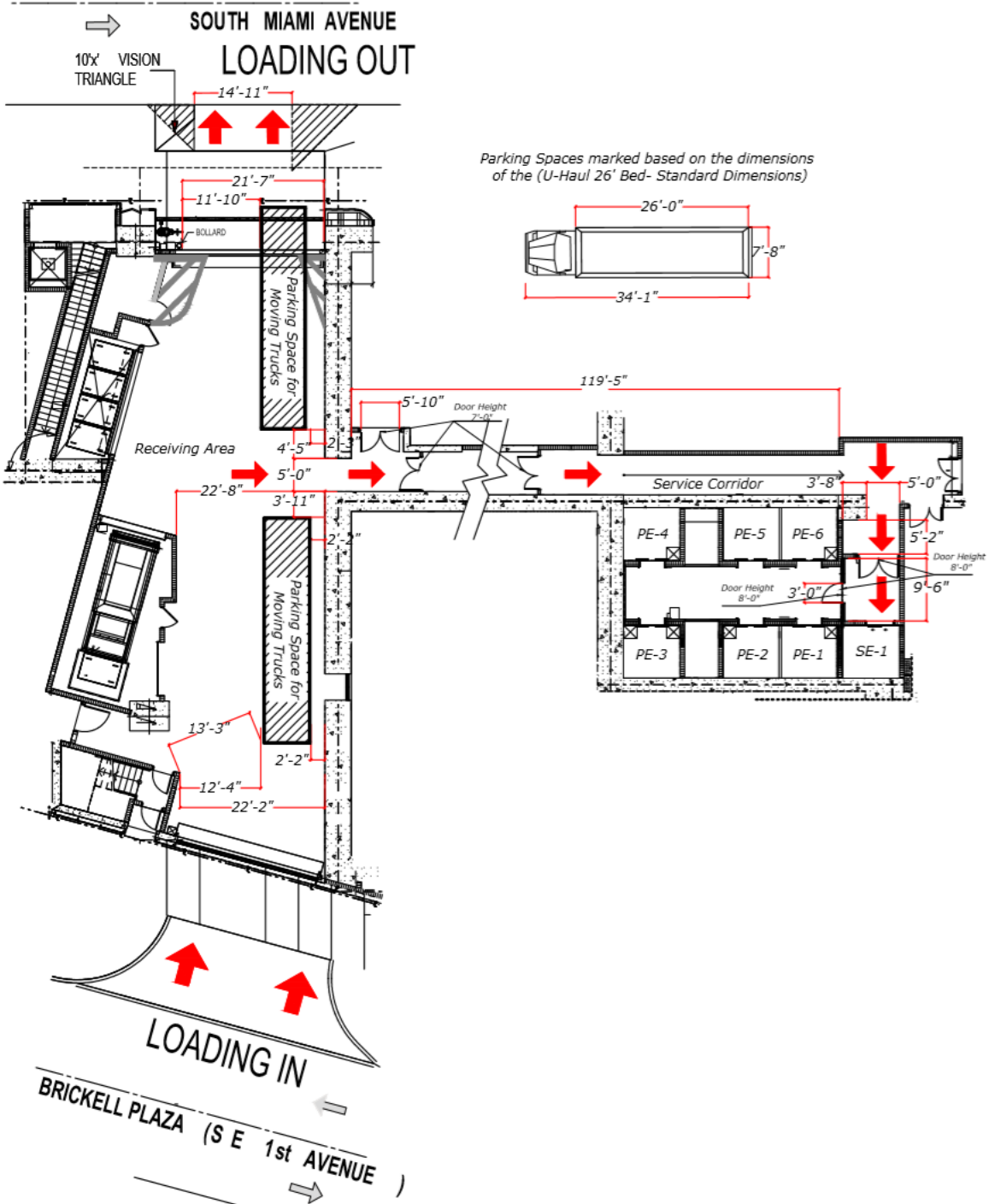
Use of the service elevators must be made in advance; we cannot guarantee unscheduled deliveries. Contractors are to unload tools, materials, and equipment at the Receiving area and should park in the designated area, only. All materials and equipment must be transported to the unit immediately and the vehicle must be removed. There is no parking onsite available for contractors.

SITE ACCESS - PARKING

Commercial vehicles are not allowed to be parked within the parking garage. ALL COMMERCIAL VEHICLES MUST PARK OFF SITE. For loading purposes, all Contractors and Vendors parking must be in the designated areas only. Tractor-trailer type delivery trucks are not permitted on the loading dock or ground floor entrance level. SEE LOADING DOCK PROCEDURES

BRICKELL FLATIRON

1000 Brickell Plaza, Miami, FL 33130



DELIVERIES AND ACCESS

All deliveries and contractors must access the Receiving Area. If you have a large delivery, please speak to Management for recommendations on how to deliver items.

RESTROOM FACILITIES

Home Owner contractors and/or their employees may only use the restrooms located in the Units or inside of the Receiving Area. Use of the building's common area restrooms is prohibited.

WATER SHUTDOWNS

The Home Owner and or Contractor must advise the Management office a minimum of one (1) week in advance to schedule any work relating to water shutdowns.

LIENS

The Home Owner hereby agrees to prevent any liens for work done or materials rendered by its contractors to attach to the Home Owner's unit, or any other units at BRICKELL FLATIRON CONDOMINIUM, or to any other part of the Condominium premises. The Home Owner agrees to defend, indemnify and hold the Association and other Condominium Home Owners harmless from any and all liens or claims filed or made by any of its contractors or their subcontractors, vendors or employees on account of any alleged nonpayment for labor, materials or services furnished or performed as part of the contractor's work. If any such lien is filed, the Home Owner shall promptly discharge or remove any such lien or claim by bonding or payment.

PROTECTION OF ASSOCIATION PROPERTY

Contractors are responsible for protecting the walls, ceilings, doors, floors and other Common Areas from damage. Caution must be used in transporting materials and equipment. Any damages to the Common Areas will be charged to the Contractor and/or the Home Owner. Protective coverings **MUST** be placed in front of each hallway door during all hours that work is being performed in the Unit and removed daily during non-working hours. The contractors or their employees must clean all Common Areas affected by their work at the end of each workday. Damage to any Common Area must be reported immediately to the Association.

WORK HOURS

Normal work hours shall be from 9:00 a.m. to 4:00 p.m., Monday through Friday. All work personnel must be off the property by 4 p.m. **NO WEEKEND, HOLIDAY, OR EVENING WORK IS PERMITTED.**

SPECIFIC MINIMUM STANDARDS TO BE FOLLOWED BY ALL CONTRACTORS

Job-site cleanliness and organization are directly related to safety as well as quality. Therefore, contractors shall ensure that all rubbish and debris generated by them is removed from the site at the end of each workday. All cleanup of the work area shall be accomplished on a daily basis prior to leaving the premises, and all materials shall be stored in an orderly and neat manner as directed by the Association. No liquids or mixtures that contain material that may harden and block pipes may be poured in the drain of any Unit or Common area. If after one verbal notification, proper cleanup is not completed to the satisfaction of the Association, the Association may proceed without further notice with the required cleanup and charge all costs to the Home Owner.

Any accident or injury is to be reported by the contractors to the Association immediately. Additionally, any near fall, near miss or any other incident that does not result in injury, but had the potential for serious injury, shall also be reported immediately.

Contractors shall ensure strict adherence to the proper wearing of all required personal protective equipment, which is mandatory with no exceptions. Failure to comply with the requirements will result in the removal of an individual worker from working on the Home Owner's unit upon receipt of one verbal and one written warning from the Association;

Contractors shall ensure the following key areas receive continuous vigilance throughout the period they are on the project.

- ✓ Strict adherence to use the proper personal protective equipment;
- ✓ Contractors shall ensure that no radios or any other types of musical devices are allowed in the building;
- ✓ Construction project cleanliness and orderly storage/staging of materials and equipment;
- ✓ Ladder and stairway safety;
- ✓ Hazard communication;
- ✓ Hand and power tool safety;
- ✓ and Electrical safety

CONTRACTOR, SUB-CONTRACTORS, EMPLOYEE AND VENDOR ACCESS

Individual unit security, as well as the security of residents and their guests, is of utmost importance to the Association. All workers are prohibited from any areas of the building that is not directly related to their work requirement. All contractors shall provide the Association with an accurate and up-to-date list of all workers authorized to be in the Unit during the project. No worker will be allowed entry on to the Condominium premises if he or she is not on the access list. Only Home Owners or their designated representatives may modify the access list. Contractors shall be responsible for the security of all tools, materials, vehicles and vehicles contents. Any incident of vandalism or suspected theft shall be reported to the Association immediately.

STORAGE OF MATERIALS

All materials and equipment used for Unit improvements MUST be stored within the unit. No items may be stored or left for any amount of time in elevator lobbies, balconies, garage levels, stairwells, etc. No materials may be cut, stored or worked on outside the unit (including on the balcony or in any Common or Limited common element of the Condominium).

Under no circumstances are contractors allowed to use the Receiving Area or Service Corridors for storage. Upon delivery of any kind, it is expected that the contents will be moved into the unit or if applicable, inside the unit owner's private garage. **Any items left in the Receiving Area or inside of Service Corridors will be billed a \$100 Storage Fee daily and subject to being discarded. We are not responsible for any items left in Receiving.**

PRIVATE GARAGES

Under no circumstances can the private garages be used for ANY WORK or PREP, store tools and materials i.e. cutting tile, wood, or manufacturing and or assembly of any type of equipment. Additionally, the storage of any combustibles is not allowed.

A/C UNITS

In the event air conditioning units are run during modification work, the air filter should be changed regularly. During construction, it is recommended that filters be replaced at least twice a month, depending on the scope being performed within each unit. Once work is completed a duct cleaning should be performed and then filter changes can revert to once a month replacement. Accumulation of debris can damage coils and misuse can jeopardize equipment warranty. Be alert to control your thermostat, setting the temperature at the desired temperature and covering the thermostat to avoid high utility bills.

TRASH CHUTES

THE CONDOMINIUM TRASH CHUTES(S) SHALL NOT BE USED BY THE CONTRACTOR OR ANY HOMEOWNER FOR DISCARDING OF CONSTRUCTION DEBRIS (INCLUDING CARPETING, TILE, WOOD, CEMENT, ETC).

PLUMBING

Any and all plumbing work shall be performed by a licensed and insured plumber; Relocation/addition of plumbing requiring core drilling is not permitted. Removal and capping off of plumbing fixtures is permissible only if adjacent areas are not affected; Removal and re-set of existing plumbing fixtures (i.e. for flooring installation or replacement of fixture) must be performed by a licensed plumber. Wax rings improperly set will cause leakage to the Unit below and result in unnecessary damages and expense; If any appliance that is connected to a water line or drain is removed during the course of flooring installation or any other type of construction, a licensed plumber must be hired to reconnect and reinstall that appliance; Accessing lower Unit(s) to perform plumbing modification is not permitted without written prior approval from the owner.

DRAINS AND WASTE

DRAINS ARE NOT TO BE USED TO DISCARD ANY MATERIALS. VIOLATION OF THIS RULE WILL RESULT IN THE HOME OWNER'S CONSTRUCTION PROJECT BEING SHUT DOWN BY THE ASSOCIATION AND FEES ASSOCIATED WITH DISPOSAL OF THE DEBRIS CHARGED TO THE OWNER, ALONG WITH THE COST OF RUNNING CAMERAS TO ENSURE DRAINAGE SYSTEM HAS NOT BEEN COMPROMISED.

CAMERA INSPECTION OF PLUMBING UNIT LINES

In the event the Association suspects the contractor may have compromised the plumbing with construction materials, the Association may perform a camera inspection of the unit's plumbing lines. Please be advised that it is impossible to view every line during this inspection. This inspection will be performed prior to the completion of all construction work by a licensed plumber of the Association's choosing. During the inspection, if the plumber finds any debris or clogs in the lines which requires them to jet or snake the lines, the Association will be charging the camera inspection along with the additional plumbing costs against the deposit on file with the Association.

FIRE SAFETY SYSTEM

Only those contractors authorized to perform fire sprinkler work may perform the shutdown or the relocation of fire sprinklers. Prior approval must be obtained from the Association and arrangements made through the Management office for the water shutdown scheduling (please see water shut down for additional details). Permits are required for ANY modification to the fire sprinkler system. Please contact the Management office for further details. Home Owner must use a contractor of record and be responsible for all costs incurred for such shutdowns and inspections.

Due to warranty, annual testing/certification, and most importantly, life safety reasons, only the contractor of the record is allowed to work on the fire alarm and sprinkler system.

Removal of all fire alarm equipment must be completed by the contractor of record:

Advanced Fire & Security
2701 Gateway Drive
Pompano Beach, FL 33069
954-772-1700

Removal of any fire sprinklers must be completed by the contractor of record:

Rodel Fire Protection Systems Inc.
13601 SW 143rd CT
Miami, FL 33186
305-232-3473

If any work requires the Association to place the Alarm System on test for a period of more than 4 hours (or anytime outside of normal business hours), the homeowner will need to pay for FIRE WATCH SERVICES. Fire Watch is to be paid at \$50 per hour.

APPLIANCES

Reminder: Tile should be installed under ALL appliances for future servicing. Keep in mind the contractor should account for the countertops and being able to pull out the appliance for future servicing.

SMOKE DETECTORS, FIRE SPRINKLER HEADS, AND EMERGENCY SPEAKERS INSIDE UNITS

During the installation of flooring, drywall alterations, and similar work, smoke detectors can be falsely activated and damaged by dust; Special care must be taken to protect these devices during the improvements. **Temporary covers MUST BE USED and promptly removed after work is completed each day and reinstalled the following day. False alarms due to negligence may be subject to fines being levied by the Association, City and the County. Please make every effort to comply by covering sensors during work.**

The emergency auditory speakers are part of the fire safety system and must not be removed for painting or general aesthetic by any contractor. Contact the Management office for information regarding work on this equipment. The fire sprinkler heads may not be painted. Overspray of ceiling covering or paint may cause damage to the sensor and will necessitate the replacement of sprinkler at Home Owner's expense.

Contractors tampering with the safety systems in the building are subject to back charges for damages and Home Owners will be financially responsible for any necessary repairs. Any and all charges that may be related to this negligence will be handled accordingly by billing the Home Owner for all costs incurred, in addition to the Association's ability to fine the Home Owner. Home Owner must use Base Building Fire Alarm Subcontractor and be responsible for all costs incurred for such shutdowns and inspections.

PROHIBITED WORK

CUTTING MATERIALS IN OR ON ANY LIMITED COMMON ELEMENT IS PROHIBITED. This includes cutting of moldings, carpeting, tile, wood, etc. in parking spaces, Common area halls or on balconies. The Home Owner shall ensure that no work will be performed by any of their contractors that will modify any building system or change any building fire rating or otherwise violate any of the restrictions or regulations contained in these Construction and Improvement Guidelines. The Home Owner shall be fully responsible to the Association for any and all violations of these Construction and Improvement Guidelines. The Association shall be notified in advance of any planned modifications of life safety systems and the mechanical/electrical systems in the Unit. Should any unplanned requirement for a system modification arise during the alteration process, the Association shall be notified prior to making the modification.

UNIT ACCESS/KEYS

Unit owners are required to issue a unit key to their contractors in order to access the unit daily. Lockboxes are not permitted in the service areas or any locations at the property. Management will impose a Door Opening fee of \$45 due payable at the time of opening the unit to any contractor that requires access.

THIS IS A POST TENSION BUILDING

Due to the presence of post-tension cables within the floor and ceiling concrete slabs, the concrete shall in no manner be disturbed including installation of small anchors. Any work requiring slab penetration must be preapproved by Management.

IMPORTANT NOTE ABOUT POST TENSION CABLES

Due to the nature of the building's construction, penetration of the floor or ceiling slab is strictly prohibited without the express written consent and prior authorization of the Engineer of Record and or the Association. Remodeling that requires any slab penetration will require inspection and certification from the Contractor of Record. In addition, the use of chipping hammers, jackhammers or other types of powered equipment to remove any portion of the concrete structure, including but not limited to, the concrete slab, concrete ceiling, walls or attachments to the slab or ceiling (including tile) is prohibited.

Any damages to the building structure proven to be caused by a Home Owner's Contractor will be the responsibility of the Home Owner to repair or pay for repairs completed by the Association based upon approved procedures by the Structural Engineer of Record.

Any lack of cooperation will only serve to delay the completion of the improvement being performed. It is our intent to facilitate the process of improvement while minimizing the inconvenience to other Home Owners and work in progress. At the same time, we must make every effort to minimize the possibility of damages throughout the property and maintain a safe working environment.

Failure to abide by the above requirements and procedures will lead to the expulsion of those contractors on the premises. ANY DAMAGE AS A RESULT OF A CONTRACTOR IS THE RESPONSIBILITY OF THE HOMEOWNER.

OWNER & CONTRACTOR'S RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

This release, indemnification and hold harmless agreement ("Release") is executed this ____ day of _____ 201____ by the undersigned Owner(s) of Unit _____ located in BRICKELL FLATIRON CONDOMINIUM ASSOCIATION, INC.

As a condition of allowing each Home Owner to commence construction work on their unit, the Home Owner shall be responsible for providing the Association with an acknowledgement signed by each of their contractors in the form attached hereto whereby such contractors agree to, as part of their contract with the Home Owners, comply with and be bound by all of the terms and conditions of these Construction and Improvement Guidelines.

I acknowledge receipt of the "Residence Remodeling Package" and understand that I am severally and jointly liable for the expense of damages, repairs, and other related expenses, etc. due to negligence of the agent's employees. I hereby agree to comply with all of the Residence Remodeling Package. I further agree and understand that any violations of the Residence Remodeling Package will result in a fine of \$1,000.00 for any first offense, payable to the Association and increasing the security deposit on file with the Association, as well as banning the contractor from the building for any second offense or severe offense.

On behalf of all Home Owners, the undersigned have executed this release the day and year set forth above.

Signature

Printed Name

STATE OF FLORIDA}
COUNTY OF MIAMI-DADE]

The foregoing instruments was acknowledged before me this ____ day of _____, 20__, by _____ and they are personally known to me or have produced _____ as identification and did not take an Oath.

Notary Public: _____

My Commission Expires: _____

Acknowledgement by Contractor:

Company Name: _____

Print Name of Authorized Company Agent: _____

Authorized Company Agent Signature: _____

STATE OF FLORIDA}
COUNTY OF MIAMI-DADE

The foregoing instruments was acknowledged before me this ____ day of _____, 20__, by _____ and they are personally known to me or have produced _____ as identification and did not take an Oath.

Notary Public: _____

My Commission Expires: _____

CONTRACTOR CONTACT INFORMATION SHEET

Contractor: _____

Supervisor Name: _____

Trade: _____ MAIN #: _____

Cell #: _____ EMAIL: _____

Contractor: _____

Supervisor Name: _____

Trade: _____ MAIN #: _____

Cell #: _____ EMAIL: _____

Contractor: _____

Supervisor Name: _____

Trade: _____ MAIN #: _____

Cell #: _____ EMAIL: _____

Contractor: _____

Supervisor Name: _____

Trade: _____ MAIN #: _____

Cell #: _____ EMAIL: _____

Contractor: _____

Supervisor Name: _____

Trade: _____ MAIN #: _____

Cell #: _____ EMAIL: _____

Contractor: _____

Supervisor Name: _____

Trade: _____ MAIN #: _____

Cell #: _____ EMAIL: _____