

SUNDIAL EAST CONDOMINIUM ASSOCIATION, INC.

**STATEMENT OF POLICY**

**REMODELING/RENOVATION**

**POLICY:**

Association approval has always been required for any work that may alter the appearance of the common or limited common elements. This includes any proposed change that would be visible from outside the condominium residence. In addition, any remodeling/renovation project that has the potential of impacting the building structure or another residence must also receive prior approval.

A sample of the required form is attached.

A minimum of one month's prior notification is required as the Board of Directors approves these requests on an individual basis. Major remodeling/renovation is not permitted between December first and April thirtieth.

Examples of projects that require Association approval include:

1. Any work requiring a City permit (see below)
2. Installation of vents or other exterior wall penetrations.
3. Interior remodeling when walls are being removed or electrical/plumbing equipment is being relocated.
4. Tile installation on interior floors or on the porches.
5. Replacement of sliding glass door tracks and/or frames.
6. Installation of storm shutters.
7. Remodeling in any limited common element area (e.g. carport storage closets).
8. Any installation of fasteners or any penetration into the lanai/balcony/cabana ceiling/walls.
9. Removal of existing vinyl floor covering exceeding 160 square feet, which first must be tested for asbestos.

Changes to the exterior appearance of windows, exterior walls, front doors, sliding glass doors, screen enclosures, porches, balconies and cabanas are not permitted, with the exception of sanitary waste and vent piping for the installation of a washer/dryer machine in Phase IV, or as required by the City of Sanibel for bathroom remodeling or relocation of washer/dryers.

**BACKGROUND:**

As the buildings age, major residence remodeling becomes necessary. By requiring prior notification, the Association can protect the structural integrity of the buildings, and can provide guidelines to help make certain that applicable regulations are being followed.

Please refer to Article 6B. (Exterior Appearance) and Article 7 (Alteration and Improvement) on pages D-4 & D-5 in the Declaration of Condominium.

**PROCEDURES:**

- 1) **Permits:** It is the unit owner's responsibility to determine whether a City permit is required and whether there are other County, State or Federal permits required or regulations that must be followed.

A City permit, if required, will not be issued until the Building Department receives a letter from the Association stating that the Association has been informed of the scope of work.

The City of Sanibel Building Department states:

"A City building permit is required when a person constructs, enlarges, alters, remodels or repairs a structure if the labor and materials exceed \$750. An electrical permit is required whenever new electrical wiring is installed; there is an extension of existing wiring or replacement of major components. An HVAC permit is required whenever there is a new installation, or for replacement of the main components, such as an air handler unit or compressor/condenser unit. A plumbing permit is required for any new installation, remodeling, or repair that involves the potable water supply. A plumbing permit is not required for replacement of a hot water heater, but it must be done by a licensed plumber because it involves potable water."

The exceptions to the \$750 limit are carpeting, tile replacement and interior painting, unless repairs to the subfloor or drywall are required.

Check with the Building Department (472-4555) for more details.

- 2) **Licenses**: Only licensed contractors are permitted to work at Sundial East. It is the owner's responsibility to make certain that contractors are properly licensed to do work on Sanibel. The Sanibel Building Department maintains a current list of licensed contractors. A copy must be furnished to the Sundial East Office, attached with the Remodeling/Renovation Form, if the Sundial East Office does not already have a copy.
- 3) **Insurance**: Owners need to make certain that the contractor is properly insured. A copy must also be furnished to the Sundial East Office, attached with the Remodeling/Renovation Form, if the Sundial East Office does not already have a copy.
- 4) **Courtesy to Owners/Guests**: Owners and their contractors need to consider the time that work is undertaken since the work will disturb neighbors. Work may begin at 8:00 a.m. Monday through Saturday, but any activity that will disturb neighbors cannot begin until 9:00 a.m. and must end by 5:00 p.m. No Sunday work is permitted per City ordinance.
- 5) **Work Environment**: All visible debris must be removed off-property prior to the end of each workday. Nothing may be left on walkways, in the carports and on Association property. The removal of debris is the responsibility of the contractor. The Association dumpsters may not be used for other than household trash. Any electrical power must be obtained from the residence being remodeled, and not from an Association source. Absolutely nothing is to be tossed over or hung from or on the walkway railings.
- 6) **Notification**: Owners are responsible for making certain the Association office is contacted at least 24 hours prior to the actual start date and that a copy of the permit has been given to the office prior to the start of work. All permits must be displayed at the work site.
- 7) **Vinyl Flooring**: If vinyl flooring exceeding 160 square feet is being removed or disturbed, a copy of the asbestos test results must be given to the Association office at least 24 hours before work is allowed.

This Statement of Policy is made a part of the Remodeling/Renovation Form.

Acknowledged By Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

**EFFECTIVE DATE:** June 13, 1998  
June 9, 2000 (revised)  
July 19, 2006 (revised)  
February 1, 2011 (revised)  
June 8, 2012 (revised)  
November 9, 2012 (revised)

**REMODELING / RENOVATION FORM**

Residence # \_\_\_\_\_

Description of scope of work to be performed:

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(continue on other side)

Please list names of general contractor, decorator, electrician, plumber, carpenter, tile installer, shutter/window company, air conditioning contractor or other trades people that will be doing the remodel/renovation work in the residence.

| <u>Company</u> | <u>Contact Person</u> | <u>Phone Number</u> |
|----------------|-----------------------|---------------------|
| _____          | _____                 | _____               |
| _____          | _____                 | _____               |
| _____          | _____                 | _____               |

Attach copy of signed proposal or Scope of Work to this form.

Dates of Proposed Work: Start: \_\_\_\_\_ Finish \_\_\_\_\_

By signing below, Owner or owner's representative indicates he/she has read the Remodeling / Renovation Statement of Policy (dated 11/9/2012) and understands that he/she is responsible for making certain that:

- 1) Owners' contractor(s) have been given a copy of the Statement of Policy; and,
- 2) The Association office is notified by the owner or contractor at least 24 hours in advance of the start date; and,
- 3) A copy of all required City permits have been obtained and given to the Association office at least 24 hours in advance of the start date; and,
- 4) Work will only take place during the months of May 1<sup>st</sup> through November 30<sup>th</sup>, unless otherwise approved by the Board of Directors; and,
- 5) If vinyl flooring, exceeding 160 square feet, is being removed or disturbed, a copy of the asbestos test results must have been given to the Association at least 24 hours before removal proceeds.

DATE SUBMITTED: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Association Representative