

PALM WORTH INC.

UNIT MODIFICATION/CONSTRUCTION REGULATIONS

The following are regulations for any construction to any unit in Palm Worth. After it has been determined what work is going to be done to your unit, the following must be done prior to initiating any work within your unit.

The following items must be turned into the management office for the approval of the BOD (Board of Directors). No work may be started until such time that you have a letter of approval issued by the BOD to proceed with the modification of your residence. The Town of Palm Beach requires that a permit be secured for any construction work (please speak with the Town to make sure that you are required to have a permit(s). Painting does not require a permit. **The BOD must approve your plans prior to submitting an application for a permit.** No permit will be issued by the Town of Palm Beach without a letter from the BOD stating it approves of the work to be done.

1. A letter, addressed to the Board of Directors, from the shareholder stating in detail what modifications/improvements are going to be done.
2. If you are planning on replacing windows and/or doors you must meet with or contact the committee (doors & windows) to make sure that your plan complies with allowable doors and windows as approved by the cooperative.
3. If the shareholder is installing new flooring your contractor must be informed that a cork underlay must be installed for soundproofing (Excluding units on first floor).
4. The name of the responsible contractor and any subcontractors which shall include all licenses from the City/Town; County and State as may be required. A copy of both liability, workers compensation and automobile insurance.
5. Contractor(s) must read all rules regarding any construction/replacement project and agree to same by initialing the rules.

Upon written approval from BOD, the following will be required;

1. A copy of the permit supplied by the Town of Palm Beach
2. A check for security in the amount of \$300.00 from the shareholder, which will be returned upon inspection of elevators and walkways (up to ten days after completion of construction).
3. Please be advised that there will be a charge of \$25.00 per hour if the maintenance staff has to clean up after your contractor has left the property.
4. If not already supplied, copies of proof of insurance and contractors licenses and proof that they are registered with the Town as a contractor from ALL contractors who will be on the job, this includes sub-contractors.

The following rules must be observed at all times;

1. Contractors must park their vehicle(s) in "Guest" parking spaces only front end in. (do not back into spaces)
2. Contractors must display "PARKING PERMIT" on the dashboard of their vehicle(s), which shows the unit number work is being done in, their contractors cell phone number and date of project start and estimated completion.

3. It is the contractor's responsibility to arrange to pick up "Letter of Approval" from the office in order to obtain a permit from the Town of Palm Beach.
4. Shareholder must call office at least 48 hours in advance if the elevator is being used to transport materials so that elevator padding may be installed in elevator.
5. Weight restrictions (maximum weight 1500 pounds) must be observed at all times, when using elevators.
6. Contractors may not hold elevators for any length of time. Residents have priority over contractors for use of elevators.
7. Any work that involves breaking through walls to connect or disconnect from/to water/drain pipes after completion must be inspected by either association maintenance personnel or plumber at the option of the BOD.
8. No work may be started before 9:00 a.m. or after 5:00 p.m. All work must stop no later than 5:00 p.m. Monday through Friday. Saturdays work hours are 9:00 a.m. to 4:00 p.m.
9. No work is permitted on Sundays or Holidays.
10. Any major work cannot be started before May 1st and must be completed by October 31st.
11. No construction materials or trash may be placed in the association's trash containers, if construction materials are placed in the association's trash containers you will be charged for the dump fee of \$350.00.
12. Contractors must remove all trash at the end of each workday.
13. No dumpsters are allowed on the property without the express permission of the management.
14. Contractors must sweep all walkways and elevators on which they move materials and or trash.
15. No materials or debris may be stored outside of unit.
16. No contractor may block walkways in any manner, this is not only Palm Worth's rule, but a fire department code.
17. There is **NO SMOKING** on Palm Worth property.
18. ***UNDER NO CONDITIONS MAY ANY ASSOCIATION FIRE ANNUNCIATOR(HORN HARD WIRED) LOCATED INSIDE THE UNIT BE REMOVED FROM WALL OR DISCONNECTED. THIS DOES NOT APPLY TO BATTERY OPERATED SMOKE ALARMS. IF THE CONSTRUCTION CAUSES DUST, THE FIRE ANNUNCIATOR MUST BE COVERED WITH PLASTIC BAGGIE OR COVER SO AS NOT TO CREATE A FALSE ALARM. IF FOR ANY REASON AN ALARM IS SET OFF, THE SHAREHOLDER WILL BE BILLED FOR THE SERVICE CALL TO CORRECT/REPAIR THE ISSUE.***
19. Your contractor **MUST** meet with the manager in the office prior to any work being started and at the same time present all required credentials, proof of insurance and permits, if not previously supplied.
20. In the event of a Hurricane Warning all work must cease at once and all materials must be securely placed inside the unit, no materials may be stored in or on any common area location. All contractor vehicles must vacate the property and will not be allowed access until Palm Worth has completed the inspection of the property and all clean-up has been completed.
21. Your contractor(s) will be supplied with a PW Parking Permit(s) which must be left on his/their dashboard while on PW property. Should your contractor or sub-contractor fail to place parking permit on dash board they will be subject to towing their vehicle at their expense.
22. Please advise your contractor that all vehicles (subs included) must be parked facing inward. Please, **NO BACKING INTO PARKING SPACES!**
23. If you have any problems contact the manager at once, if manager is not available contact any board member who may be on property. The shareholder is responsible for the actions of the contractor(s).