

WATER GLADES

WORK APPLICATION AND AUTHORIZATION FORM

• **Do NOT submit this application without ALL of the following items!**

1. Completed Water Glades work application and authorization form.
2. Contractor's Florida Commercial Builders License/Palm Beach occupational permit from contractor and all sub-contractors.
3. Contractor's proof of Insurance Naming Tower and POA as an Additional Insured from contractor and all sub-contractors.
4. Contractor's proof of worker's comp insurance or exemption certificate.
5. Construction plans or sample of the change or product to be installed.
6. Note the approximate dates and duration of the work from start to finish.
7. Required \$1500 security deposit check made payable to the Tower

A copy of all permits and Riviera Beach approved plans must be turned into the office before any work may begin!

Your application will not be considered received and/or processed until all of the above is submitted.

This completed application must be received by the POA at least seven days before any work is scheduled to begin and **NO WORK MAY BEGIN WITHOUT PRIOR APPROVAL FROM THE ASSOCIATION.**

The contractor can contact POA Office to obtain an approval letter for City permits.

All work must be done in a manner so as to minimize noise and take all preventative measures not to damage any property or elements of the building. Private contractors and their actions while on Water Glades property is the sole responsibility of the unit owner.

Owner Signature

Contractor Signature

Received Date: _____

WATER GLADES

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This form must be completely filled out and submitted to the Water Glades Office with all the requested information and required documentation at least seven (7) days prior to commencement of any work. No contractor will be given access to Water Glades until the proposed project has been approved by the Association Board and Management.

A **Security Deposit in the amount of \$1500.00** to be made payable to the Tower which the work is being completed must be submitted along with this form. The security deposit is refundable; subject to inspection and confirmation by Management that no damage has been inflicted by the Contractor. The unit owner and general contractor are jointly liable for any damage caused. It is recommended that the owner include similar terminology in any contract with any vendor.

This packet **MUST** be completed for ANY non-emergency work to be performed in your unit. The city of Riviera Beach requires receipt of this executed Association authorization form **BEFORE** any permit is obtained. Once the permit is obtained, a copy must be provided to the Association office **BEFORE** the work begins.

OWNER MUST INFORM THE OFFICE AT LEAST TWO (2) BUSINESS DAYS IN ADVANCED OF LOUD WORK, PLUMBING OR A/C REPLACEMENT WHICH REQUIRES THE WATER TO BE SHUT-OFF TO ALLOW POSTING OF NOTICE.

Contractors are not allowed on property before 9:00 AM. You must be out of the building by 4:00 PM Monday through Friday. No work on Saturday, Sunday or Holidays.

Work is only allowed to be done between April 15th and November 15th in T100 & T300 and between April 1st and December 15th in T200.

Owner Information:

Name: _____ Tower: _____ Unit: _____

Phone Number: _____ email: _____

General Contractor: _____ Phone Number: _____

Scheduled Start Date: _____ Scheduled Completion Date: _____

Description of work to be performed: _____

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Subcontractor (1): _____ Phone Number: _____

Address: _____

Description of work to be performed: _____

Subcontractor (2): _____ Phone Number: _____

Address: _____

Description of work to be performed: _____

As owner of the above referenced unit, I acknowledge that I am responsible for the Contractors I hire. I understand that Contractors must be properly licensed and insured, and obtain permits, if required by the City of Riviera Beach. I agree that costs of repairs of any damage to the property and/or building will be my responsibility.

Owner Signature

Date: _____

Tower President Signature

Date: _____

WATER GLADES

REPAIR AND ALTERATION GUIDELINES FOR CONTRACTORS

All contractors are required to supply the Association with a copy of a valid Florida Contractor's license, a copy of a Certificate of Insurance proving coverage of Liability Insurance along with Workman's Compensation for all workers and naming Water Glades Property Owners Association as Certificate Holder.

- **Alterations and Improvements:** No unit Owner may make any structural additions, alterations or improvements in or to his Unit without the prior written approval of the Association or impair any easement through his Unit without the prior written consents of the Association and of the Unit Owner(s) for those benefit such easement exists. No unit Owner shall make any alterations in the portion thereof or any additions thereto or do any work which would jeopardize the safety or soundness of Building or impair any easement therein.
- **Hard Floor Coverings:** Any unit Owner wishing to install tile or other hard floor coverings in his unit must also install soundproof backing to minimize disturbing noise to neighboring units. Plans for such installations, along with specifications of the sound proofing materials, must be submitted to the Association in advance of the installation for approval as to type and quality. The Board of Administrators shall establish minimum standards with respect to required sound proofing materials consistent with industry standards. Unit Owners must receive the prior written consent of the Association with respect to any proposed tile or hard floor installations with appropriate sound proofing backing prior to the installation.
- **Contractor Work Rules:** Any unit Owner having remedial or decorative work done to the interior of his unit must register the contractor, subcontractor or employees performing such work with the Association office at least seven (7) days in advance of the commencement of the work to be performed. The Association office shall provide the appropriate registration forms for this purpose. All such work must be done in manner so as not to create disturbing noise, a nuisance or damage to the common elements or neighboring units. Any proposed work to a unit, by which its nature requires a noise or disturbance factor, must be coordinated with the Association so as to alert neighboring unit Owner sufficiently in advance to prepare for same. Any such special procedures must only be performed between the hours of 9:00 AM to 4:00 PM, Monday through Friday and shall not be permitted for periods of time over three (3) days. (ALL VENDORS MUST BE OFF PROPERTY BY 4:00 PM) In no event shall there be permitting any cutting of "channels" in floor or ceilings of units for the purpose of installing ceiling fans, lighting fixtures, wiring, plumbing or other items to be imbedded in either the ceiling or floor of a unit. Such procedures present the possibility of cracking slabs between units which would affect the integrity of the condominium structure, give rise to a potential of lead problems and are consequently prohibited without exception.

It is the responsibility of the contractor to close and secure, when necessary, any shutters during storm season June 1st thru November 30th. Contractors are not allowed to use the trash chutes, dumpsters and must haul away their own debris. Hallway floors must be covered with Masonite from unit door to elevator door during renovations. Only freight padded elevators are to be used by contractors.

Owner Signature

Tower & Unit

Date

WATER GLADES

CONTRACTOR INSTRUCTIONS

THE CONTRACTOR AND UNIT OWNER ARE RESPONSIBLE FOR ANY DAMAGE CAUSED OR ANY DEBRIS LEFT BY THE CONTRACTOR.

PERMITTED WORK HOURS: Monday – Friday: 9:00 AM – 4:00 PM
NO WORK IS TO BE DONE ON SATURDAY, SUNDAY OR HOLIDAYS

RULES AND REGULATIONS

ALL CONTRACTORS MUST SIGN IN/OUT AT THE POA OFFICE BEFORE BEGINNING WORK AND UPON LEAVING EACH DAY! THEY WILL BE REQUIRED TO LEAVE A DRIVERS LICENSE IN THE OFFICE WHILE ON PROPERTY.

YOU MAY NOT USE AN OWNER’S FOB AT ANY TIME. IF CAUGHT DOING SO, IT WILL BE DEACTIVATED AND THE OWNER WILL BE CHARGED \$50.00 TO REACTIVATE.

PARKING:

Contractors must park in SERVICE parking spaces only. Absolutely NO PARKING allowed under the tennis courts, pool deck or any owner parking space or in any guest spot.

BUILDING ACCESS:

All contractors must enter and unload from the side entrance. Do not prop open the side entrance door. If constant access is needed you can obtain a fob from the office for the day.

ELEVATOR:

All workers/contractors must use the FREIGHT (padded) elevator only. DO NOT hold or block open the elevator as it will cause damage to the doors and door motors. Do not use a particular elevator for an extended period of time. The Owner/Contractor will be billed for any damage that may result in a service call.

FIRE ALARM:

No one is allowed to disturb or disconnect any fire alarm controls or sprinklers. Any damage or disconnected alarm control will result in a service call from the alarm company at the expense of the Contractor/Owner. Any work that will affect the fire alarms, such as heavy sanding, soldering or welding, must be reported to the office prior to the start of work. No work may commence until the Association puts the system on test. If not reported or started before the system is on test and such work results in an unnecessary alarm a charge of \$300.00 will occur. If it is set off, all work ceases until the fee is collected and management authorizes you to re-commence.

TILE OR HARD FLOOR COVERINGS:

PROFLEX TM MSC 90 composite underlayment (3/8") sound proofing **must** be installed under all tile OR hard floor installations. Sound proofing will be inspected by an Association Representative or Property Manager, prior to covering installation. The Association must review all floor coverings, other than carpet, prior to installation. Soundproofing material must be installed under everything except carpet. **IT IS THE OWNER/CONTRACTOR'S RESPONSIBILITY TO GIVE MANAGEMENT 24 HOURS NOTICE AS TO WHEN SOUNDPROOFING WILL BE INSTALLED** so we can inspect and take pictures. Failure to give notice may lead to unapproved work.

TILE CUTTING:

Tile cutting is permitted outside on balconies ONLY. Smoke/dust from cutting will set off fire alarms in the hallway and units. If there is any tile cutting, sanding, etc. on the balcony, you must cover the railing to prevent debris from dropping from the balcony.

HALLWAYS OR COMMON AREAS:

All work must be completed within the confines of units or on their balconies. Drop cloths or Masonite must be used in all hallways and common areas at all times. **All hallways must be covered with at least 3/16" Masonite only as seen in photo below.** The contractor must clean the hallway outside of the unit under construction and any areas, including the elevators, affected by the work. This must be completed by the end of each workday.



- Owners are ultimately responsible for the actions of their contractors!
- If you have any questions regarding permits, please contact Riviera Beach at (561) 845-4020. It is up to Riviera Beach to determine if a permit is required and not the Association.
- Before work is to start on the scheduled day, the contractors may request to do a walk-through inspection with a staff member on common areas. If the contractor fails to do so, the common area is assumed to be in perfect condition before the contractor begins the work.
- It is the owner's responsibility to provide contractors with access to the unit or to submit a Key Release form to the office in order for us to release one.
- Bring your own means of transporting materials. Use of the Water Glades shopping carts or luggage racks is prohibited.

- All construction debris must be removed from the property by contractor/owner. Nothing can be dumped in the Associations dumpsters, Association' property or on city property. No dumpsters on site without prior management approval and direction.
- Owners or their designee must supervise contractors. The Association staff is not authorized to control, supervise or inspect the work.
- Any worker found cleaning their equipment, including paint or cement buckets, brushes or any tools on Water Glades property will not be allowed back on.
- Smoking is not permitted in the building or grounds at any time.
- Maintain proper dress; shirts and shoes must be worn at all times.
- Workers are to only access their areas of work. No workers should be in or using the Association facilities such as but not limited to the bathrooms, beach, pool or gym.
- Air Conditioners and Water Heaters require a permit to install. All drain pans must be square, metal and the plumbing tested to make sure all drain lines are connected and working properly.
- There is to be NO chipping, jack hammering or drilling of any concrete without prior permission from the Association and at least 48 hours' notice.
- No material may be stored or worked on in the common areas. All material must be moved inside the unit while on Association property.
- For all bathroom or kitchen renovations, the old water lines inside the concrete slab must be disconnected and capped and new copper water pipes must be run through the drop ceiling. They are not allowed to use the old pipes in the concrete slab. This must be reflected on the architects' building plans.
- A copy of all permits and city approved plans must be turned into the office once received by contractor.
- No Tankless Hot Water Heaters Can Be Installed as per Rivera Beach Building Department.

Delivery Rules

No items are allowed to be left on the sidewalk outside of the building or leaned against the building.

Do not overload the elevators. Make sure to only fill the handcart halfway when bring up tiles or cement. Contractor will be responsible for any damage to the property.

Do not hold open the elevator door while loading or unloading. This will burn out the motor and you will be responsible for the cost of the service call.

Do not lean any items against the walls in the lobby.

No delivery trucks are allowed onto the property after 3:00pm.

Trucks must park in designated areas only for unloading and may not block other parking spots.

No deliveries are allowed during any time an elevator is out for service.

All delivery trucks must be less than 45 feet in length, otherwise they must park offsite.

Deliveries may only use the freight elevator and the pads must be installed. The office will instruct staff to put the elevator on service if requested and will check to see the truck is properly parked.

FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS WILL RESULT IN SHUT DOWN OF JOB AND EXPULSION OF CONTRACTOR.

Contractor

Date

Owner

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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 Insurance Agency Name and address		CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
INSURED Vendor Name and address		INSURER(S) AFFORDING COVERAGE INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____	
		NAIC # _____	

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	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: _____	<input checked="" type="checkbox"/>		06/23/2015	06/23/2016	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 - COM/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>		06/23/2015	06/23/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ PIP Coverage \$ 10,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ _____					EACH OCCURRENCE \$ _____ AGGREGATE \$ _____
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			06/30/2015	06/30/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

* Certificate holder is named as additional insured for general liability including products and completed operations per CGL084 and auto liability when required by written contract. General Liability is primary and non contributory when required by written contract per CGL084. Waiver of subrogation applies to general liability and Workers' Compensation when required by written contract.

The above language must be included under description of operations!

CERTIFICATE HOLDER Water Glades Property Owners Association, Inc Water Glades Tower 100 Owners Association, Inc Water Glades Tower 200 Owners Association, Inc Water Glades Tower 300 Owners Association, Inc	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
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* All Included!

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