

TANGERINE BAY CLUB ASSOCIATION
TERMS & CONDITIONS FOR OWNERS AND CONTRACTORS (Page 1 of 3)
To be signed by Owner & Contractor

These terms and conditions appear throughout TBC's Condominium Documents available on the TBC website and in the TBC Owner Resource Guide. They are summarized here for ease of reference.

1) Contractors must be licensed and meet requirements of the State of Florida and Town of Longboat Key including but not limited to: (a) Building Permits; (b) Liability Insurance; (c) Workman's Compensation Insurance and (d) Vehicle Insurance. **Copies of insurance certificates must be provided to the General Manager at the time of Request for Approval.**

2) **FL-licensed design professionals (Architect/Professional Engineer) hired and paid by Owners must design all structural work.**

- Drawings submitted for approval must be signed and sealed by the responsible design professional.
- Design documents must show all changes, modifications, and impacts to structural components, systems, Common Elements.
- Load bearing elements, including but not limited to walls, floors, columns, and ceilings must be clearly identified and the extent of impact denoted on the documents.

3) **Contractors are responsible for damage to Common Elements including turf, irrigation heads, sidewalks, Building walkways, elevators, and exterior of Buildings.**

4) **Contractors' trucks, cars, and trailers must be parked as directed by TBC Management. At least two (2) business days notice must be given to the General Manager for large deliveries, equipment, and trucks (bigger than pick-up) to be brought onto TBC property**

5) **Contractors are responsible for padding elevator walls and floors** when bulky materials, equipment, and sharp objects are transported, and to remove pads before weekends and holidays. Elevator pads may be obtained from TBC's Maintenance Manager.

6) **Project's start date and estimated completion date must be included** on the *Request for Approval of Unit Alterations*. If the completion date is revised to be later than approved, it must be discussed with the General Manager and may require Board approval.

7) **Hours of construction** are 8:00AM to 5:00PM Monday through Friday. No loud noise or banging of any sort is permitted before 9:00AM. **No work of any kind is permitted on Saturday or Sunday** unless pre-approved with the General Manager. Work and cleanup on all workdays must be completed by 5:00PM.

8) **Work is not permitted on:** (a) the days of Christmas Eve through January 1st; (b) President's Day; (c) Memorial Day; (d) Independence Day; (e) Labor Day; (f) Thanksgiving Day, & the following Fri and Sat; **other days as posted by TBC Management.**

9) The site must be kept clean and common walkways free from impediments. **Construction debris must be collected in well-maintained trailers, not to exceed 14 ft. by 7 ft., and a tongue extension not to exceed 4 ft. Trailers must be**
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parked as directed, covered at night and removed from the property when full, before weekends and when not in daily use. They must be removed from the property prior to major holidays as listed above.

10) **Dumpsters are not to be used on property**, except for major site-wide Association construction projects. If this restriction poses an unusual cost or hardship, it may be discussed with the General Manager.

11) A Unit's entry courtyard and lanai must be kept clear and clean. All building materials must be stored in the Owner's garage or inside the Unit. Only those tools and supplies required for the current day's work may be kept on the courtyards/lanais, but must be returned to the garage or Unit at the end of the workday. **No cutting or sawing may be done on the courtyards/lanais, but rather within the Unit, within the garage, or outside the Building at street level, where dust must be swept or hosed away daily. Street level location must be approved by the General Manager.**

12) **Unit and garage alterations that involve Common Elements and Limited Common Elements and/or structural modifications – e.g., changed floor plan, hard floor coverings, walls, sliding glass doors, windows, skylights, hurricane shutters, ceilings, columns on all floor levels, concrete floor and ceiling slabs – require Board approval.**

- CE include items such as ducts, plumbing, electrical wiring, fire sprinklers, conduits, floor/ceiling concrete slabs
- LCE include items such as a Unit's garage, lanai, entry courtyard, third floor Units' loft balconies as well as exterior vents.
- Approval is required to attach membranes, sound abatement materials, tiles, and hard wood to the concrete slab.
- Alterations, additions, and/or replacement of externally visible items such as windows, sliding glass doors, skylights, hurricane shutters, and exterior vents (for dryer, kitchen exhaust fan, fireplace, tankless hot water heater) must meet specific Association criteria for appearance, location, and performance.

13) **Alterations to load-bearing walls or boundary walls are prohibited and will not be approved.**

14) **Any core drilling through the concrete slab is prohibited and will not be approved, e.g., plumbing drains may not be relocated.** TBC buildings are constructed with post-tensioned concrete flat plates ("slabs"). Severing of post-tensioning cables can result in catastrophic failure as the severed steel can explode from the slab internally and/or at slab perimeters. All renovation work must maintain the structural integrity of not only the concrete slab of the Unit being renovated, but also that of the entire building.

15) **Shallow trenching in a linear fashion on the surface of the concrete slab is only permitted for code compliant electrical conduit. Trench depth must be based upon the site-specific approval of the TBC structural engineer.** Owner must submit detailed drawings by a FL-licensed professional (architect or engineer) showing proposed trenching. All costs associated with the structural engineer are the responsibility of the Owner.

16) **Alteration/penetration of the exterior stucco walls is prohibited** - no antennas, satellite dishes, wire devices, etc. except for approved exterior vents for dryer, kitchen exhaust fan, fireplace, tankless hot water heater, and hurricane shutters.

17) **External appearance of the Buildings may not be changed. Window, sliding glass door, and skylight glass must be clear when viewed from the outside looking at the window (i.e., no discernible color tint). Sliding glass doors must be installed with a recessed/beveled perimeter.**

18) **If any part of the renovation will involve loud noise, vibrations, and/or strong odors** please advise neighbors in the Building 48 hours in advance of the work, including when it will start and how long it will last. You may post a notice

TBC Owner Name: _____

Unit #: _____

on the Building’s bulletin board. For major renovations, please contact your neighbors weeks in advance of the start so that they may make arrangements not to be in-residence during all or part of your project.

19) *Request for Approval of Unit Alterations* is NOT required for **low impact work** such as painting, carpeting, built-in cabinets and shelves, and appliance replacement that do not affect Common Elements/Limited Common Elements.

20) For unplanned situations that arise during an approved project and that require deviation from your approved plan, and for any additional and/or revised alterations not disclosed on your approved plan, an ***Addendum: Request for Approval*** must be submitted and approved before the additions/revisions may be made.

21) **The General Manager or his designated representative has the right, but not the obligation, to enter a Unit and inspect the project in process.** The inspection is conducted not in any technical or professional capacity, but rather to ensure compliance with the approved Scope of Alterations. Such inspections do not remove the exclusive responsibility of Owner and Contractor to assure that the work being done is in conformity with Board approved plans and specifications, Association requirements, Association Rules & Regulations, and current Building Codes of the State of Florida and the Town of Longboat Key.

22) **The Association has the right to require an Owner to restore to original condition any alteration made to Common Elements/Limited Common Elements that have not been approved by the Association.**

23) **Any Owner who receives approval to alter a CE/LCE assumes responsibility and liability for that CE/LCE.** The basis for this is TBC’s Declaration Article 8.5. Therefore, damage to CE/LCE that might result from your alteration will be your liability and all successor Owners of the Unit, not the Association’s. Please ensure that you have adequate insurance to cover this possibility.

24) **All work must comply with applicable code requirements of the Town of Longboat Key and the State of Florida** at the time of the proposed work. All windows, sliding glass doors, skylights, and hurricane shutters must comply with applicable Codes for energy efficiency, impact resistance, wind speed, and water resistance.

25) **Owners and contractors should realize that Association construction projects and maintenance activities take precedence over Unit alterations. Occasionally it may be necessary to ask a contractor to defer work on a Unit while Association work is carried out. The Association will attempt to minimize such disruptions.**

ACKNOWLEDGEMENT

Owner and Contractor have read these Terms & Conditions for Unit alterations and agree to abide by them.

Owner(s) Name: _____ Signature: _____ Date _____

Contractor Name: _____ Signature: _____ Date _____