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Guideline for Owners regarding the performance of work in their unit

It is the responsibility of the unit owner to ensure anyone performing work or services for them in their unit or in the building is familiar with all of the buildings policies & procedures.

1. Naples Square recognizes that upgrading and remodeling of units is a benefit to all owners and enhances the value of our property. It is also important to recognize that this process must not interfere with the structural integrity of other units, the building, the design and symmetry of common areas or the rights of neighbors and fellow owners.
2. Undertaking construction, especially on a major scale, has potential impact on both the common elements and on neighboring units. The vendor policies and procedures are designed to facilitate a smooth process for all construction and repairs. Please familiarize yourself with these policies and procedures to ensure all work goes as smoothly as possible. It is a process which engages the unit owner, and the contractors involved.
3. For safety, security and liability concerns, rule compliance is important by all contractors, decorators, sub-contractors and vendors performing work or services at Naples Square, including house-cleaning services.
4. The unit owner is responsible for their decorators, contractors, sub-contractors and vendors' actions while on the premises.
5. Unit owners are responsible for any and all damage caused by a contractor, delivery person, movers, or anyone that is providing them with a service. The Property Manager will assess the cost of repairs and advise the unit owner accordingly. The unit owner shall reimburse the Association within 10 days for any and all costs incurred by the Association.
6. Unit owners are responsible for ensuring proper clean-up of all common areas, i.e., service hallways, walls, stairs, doors, elevators, parking lots, sidewalks accessed by a contractor, delivery person, movers or anyone that is providing



them with a service. If the Association incurs costs for any such clean up the owner will be invoiced accordingly.

7. Owners are responsible for the following:

- **Participate with their selected contractor, decorator or representative overseeing the work**, to discuss all the building requirements, expectations policies & procedures and compliance of all for any construction within a unit. An appointment must be scheduled with the building manager in advance and prior to any construction commencement.
- Submit a scope of work or a copy of the contract, a schedule of work to be performed and a list of all sub-contractors who will be working in the unit to the Association.
- The unit owner must pre-register with the Association by giving the name, address, telephone number and fax number of the general contractor who will be overseeing any construction work being done in the unit, if not the unit owner.
- Ensure that all workers are properly registered and that proper documentation has been provided to the Association prior to beginning any work in the unit.
- Ensure all contractors, decorators, sub-contractors and vendors performing work or services for them have received a copy of and are familiar with the vendor policies and procedures prior to performing any work at Naples Square.
- Be present during the construction of their unit or have a designated representative responsible for overseeing the work.
- Inspect your service hallway prior to construction with your contractor or workers. Report any existing damage to the Property Manager. Unless this damage is documented prior to any commencement of work, it will be assumed to be the responsibility of the owner.
- See that any and all construction related damage to the Common Areas and Limited Common Areas is repaired and all areas are cleaned up immediately.
- You are liable for damage to all service hallways, common floors, walls, ceilings and elevators during the project and you may bill your contractor directly for any costs you incur.
- If it is necessary that extraordinary cleaning and repairs be performed by the Association, due to contractor's failure to properly protect and clean all common areas properly, the unit owner shall be responsible to reimburse the Association



for any excess labor for any such clean up completed by Association staff related to the work being completed in their unit.

- Access to the individual condominium units must be coordinated and authorized through the unit owner or designated representative. The Association does not provide access to units. NO EXCEPTIONS.