

CHAPTER XI
CONTRACTOR/OWNER SELF-PERFORMING
WORKING RULES

These rules are applicable to ALL contractors and ALL owner self-performed work.

Owners must provide the completed Contractor Packet and deposit to the office prior to ANY work being done in their unit and supply Management with the required permits from the City of Riviera Beach, name of contractors, licensing and insurance certificate of same. If work is performed by owner personally, proof of homeowner insurance and certificates must be provided also. Management will return an executed copy which represents permission to proceed. Contractor packets can be found on the community website at www.cotecondo.com or picked up at the office.

CONSTRUCTION QUIET TIME DATES:

There will be NO contractor or self-performed work permitted during the period from November 5th through April 15th. The "quiet time" dates apply to major remodeling, the removal and/or installation of sliders, shutters, flooring (except carpet), etc. If carpet is being installed, approval of such will only be applicable if underlayment is being installed over existing tile. If tile is to be removed prior to the install of carpet, the black-out dates will apply.

Any and all major construction that an owner hires a contractor to perform **MUST** be completed prior to the quiet time dates as noted above. If you sign a contract, you must keep this in mind as the contractor(s) **WILL NOT** be permitted on the property during the designated quiet time dates (**NO EXCEPTIONS**).

WORKING HOURS:

Contractor and owner self-performed work hours are 8:30 am to 4:30 pm, Monday through Friday with NO work permitted on Saturday, Sunday or Association holidays. All contractors must NOT be on the property prior to 8:00 am and must be off the property no later than 5:00 pm. Association property is defined as all property along North Ocean Drive, and includes both sides of our gate.

CHAPTER XII RULE VIOLATIONS & PROTOCOL

At the discretion of Management, rules may be enforced by the following:

For violations requiring immediate attention a verbal reminder or notification will be given to the offending party and appropriate authorities may be contacted.

If there is no improvement or remedy of the problem in 1-10 days a written note or letter will be given either by mail, e-mail or door notice. When a letter is written to an owner regarding a violation, the owner will be given 1-10 days to correct the violation. If the owner fails to correct the violation they will be referred to the Compliance Committee.

Depending on the offense, some unit owners will be referred to the Compliance Committee at the time the offense is discovered. An alternate remedy may be negotiated with the approval of the Board of Directors.

The Compliance Committee will give 14 days' notice of their publicly held meeting for the offender to explain their situation to the committee and discuss the potential fine. The Compliance Committee will then determine if and how much the fine will be.

The Compliance Committee may levy fines up to \$100 an day for a maximum \$1,000 per offense.

Final action may require legal actions to rectify the issue or collect the fines.

Unit owners are responsible for all visitors, guests, contractors, and any businesses that they allow on the property and are subject to being fined for any rule or regulation violations. When deposits are required and rule violations or damage has occurred, the owner will be fined, notice is not required.