



**BUILDING PROCEDURES**

To ensure a better experience for **Island House Apartments, Inc.** residents and to expedite construction work and the move-in/out process, Shareholders and hired Contractors, Suppliers and Service Vendors, including interior designers/decorators, installers and delivery services (collectively “Contractors”) are to abide by the steps and relevant rules:

- Complete an architectural modification package, available on IslandHouseApts.com or at the management office.
- Return the completed package and requested materials/documents to the management office:
  - Plans and specifications for work to be done
  - Hard floor application, if required
  - Contractors’ certificate of insurance, business tax receipt and contractor license
  - Copy of building permit upon issuance by Village of Key Biscayne
  - 2 separate checks made out to Island House: \$2,000 construction deposit and \$250 non-refundable impact fee.
- If you are installing hard flooring, the section Request for Approval for Hard Floor Installation will need to be completed and signed by contractor and shareholder.
- Floor coverings/runners must be laid down to cover internal flooring of receiving room, service elevator, and residential hallways, like (or similar) X-Board – paint & remodeling floor covering. **There are no exceptions.**
- All contractors must be licensed, insured and abide by the association’s House Rules for building access, parking and trash/debris removal.
- The project manager / contractor must submit a work schedule for renovating the unit. Demolition and work that is noisy and will cause vibration must be scheduled with the management office first before work commences.
- All contractors must show photo ID and register with the Receiving Clerk or Front Desk. Contractors must register every day they work on the premise.
- All work must be done within the apartment and no work, material storage or trash storage may impact the halls, laundry room, balcony or any other exterior areas of the building.
- Construction Hours are Monday through Friday 8:30am-4:30pm. All workers must be out of the building by 5pm. There is NO WORK on Saturdays or Sundays or holidays.
- Using power tools, including but not limited to drills, saws, jackhammers, chippers, and sledgehammers cannot begin before 10am and must cease by 4pm.
- Using the trash chute is PROHIBITED. Any contractor found using the chute will be immediately escorted off the premise and may be denied future access. Any damage sustained to the trash chute or any other common areas, the shareholder will be responsible for any damage.
- All Contractors are responsible for removal of all debris from the Common Area on a daily basis. Any Contractors found dumping or leaving debris in Common Areas will be fined and the Shareholder will be charged for its removal.

Shareholder Signed	Print Name	Date
Contractor Signed	Company Name	Date
Subcontractor Signed (if any)	Company Name	Date



**ARCHITECTURAL MODIFICATION APPLICATION**

Unit No.		Date
Shareholder Name		
Home Phone	Office and Cell Phone	

Type of modification being requested (Please describe briefly the modification requested: new flooring, remodel bathroom, kitchen, balcony, etc....)

I/we understand and acknowledge that approval of this application must be granted before work on the modification may commence. Work may not commence until the Association has received a Building Permit(s) from the Village of Key Biscayne. If modification/installation is done without the approval of the Association, the Association may force the removal of the modification/installation and subsequent restoration to original form at my expense.

**Additionally, any alteration other than installation of soundproofing, interior flooring, waterproofing, and exterior flooring will require the review of a professional engineer at the Shareholder's expense. The purpose of this review is to affirm that no proposed alterations will impact the common elements, building systems, or structural integrity of the building in any way.**

**The Association shall have 30 days after the date of receipt of the application within which to disapprove the modification, in the Board's sole discretion.** The Shareholder acknowledges and agrees that by filing the Architectural Modification Application and/or Hard Floor Surface Installation Application with the Association, the Shareholder has agreed to abide by all the terms and conditions of the improvement regulations contained herein and in the Articles of Incorporation, By-Laws, and House Rules. The Shareholder further acknowledges and agrees to abide by local municipalities specifications to applicable codes or laws.

**All contractors are responsible for removal of debris from the property as a result of improvements. Upon approval, remember to schedule with the management office in advance of installation date(s).**

Shareholder Signed	Date
Print Name	Date

Date all application requirements received by Management Office: \_\_\_\_\_

Application:      APPROVED      DENIED      Date: \_\_\_\_\_

Comments:



**CONTRACTOR INSTALLATION APPLICATION**

**INSTALLER/CONTRACTOR INFORMATION**

Company Name	Project Manager/ Phone Number
Address	Email
Company Name Subcontractor (if any)	Project Manager/ Phone Number
Address	Email

**Please complete, sign and return to the office the application and the following documents:**

**Requirements Contractors Must Complete Before Closing Out Project:**

- Install shutoff water valves for apartment
- Renovation must be completed in 6 months after issuance of permit by the Village
- Clean the coil(s) of all HVAC inside the unit at end of construction, at the shareholder's expense

**Fire Life Safety Relocations must be done by Authorized Contractors Only**

- Fire Alarm relocations must be done by building's contractor Empire Electric. No Exceptions.
- Fire Sprinkler relocations must be done by building's contractor All Fire. No Exceptions.
- Fire Sprinkler relocations require a security fire watch billable to the Shareholder.

**Contractors Must Submit as Part of the Application for Approval:**

- Copy of Contractor License and Business Tax Receipt
- 2 Insurance certificates must include: General Liability (1,000,000.00 Minimum) & Workers Compensation Coverage. Island House must be the Certificate Holder and be listed as additional Insured.
- Certificate holder and Additional Insured:** Island House Apartments, Inc.: 200 Ocean Lane Drive Key Biscayne, FL 33149.
- Certificate Holder and Additional Insured:** Legal Shareholder Name, Unit Address & Unit number, Key Biscayne, FL 33149.
- Architect's Plans/Drawings (Signed/ Sealed for Village of Key Biscayne)
- Two separate certified checks made payable to Island House Apartments, Inc.
  - \$250 Construction Impact Fee (non-refundable)
  - \$2,000 Construction Deposit (returned at end of project if no damage to common areas)
- Purchase Receipts for Waterproofing, Sound Control, and Acoustical Sealant Materials
- Specifications for Sound Control and Waterproofing attached with samples
- 2"x2" sample of proposed hard flooring for interior and exterior balcony flooring (color to be approved)
- Laminated sign for door indicating company name and contact information **ONLY**. This must be placed on the unit door without damaging paint for the duration of the project.

Shareholder Signed	Date
Contractor Signed	Date
Subcontractor Signed (if any)	Date



**REQUEST FOR APPROVAL OF INTERIOR HARD FLOOR INSTALLATION**

AREA	SF	HARD FLOOR TYPE	PROPOSED SOUNDPROOF	STC/IIC
Master Bedroom				
Second Bedroom				
Kitchen				
Living Room				
Bathrooms				

**NOTICE AND ACCEPTANCE OF STANDARDS FOR CONTROL OF SOUND TRANSMISSION AND IMPACT ISOLATION (FLOOR COVERINGS)**

**Soundproof Requirements**

All installation of floor coverings including, without limitation, tile, marble, and wood, cannot be installed without the written consent/approval of the Association. The Association will not approve the installation of any hard and/or heavy surface floor coverings unless the sound isolation treatment carries a minimum Field-Tested Sound Transmission Classification (FSTC) of 58 and a minimum Field-Tested Impact Isolation Classification (FIIC) of 60. The unit owner shall be responsible for ensuring proper installation of all materials in a manner that provides proper sound isolation of the floor coverings from any rigid part of the building structure, whether of the concrete sub-floor (vertical transmission) or adjacent walls and fittings (horizontal transmission). If any installation of hard/or heavy surface floor covering shall be made in violation of these standards, the Association shall have the immediate right to stop the project and prohibit further installation until the matter is resolved.

Compliance with the above-mentioned standards is mandatory and shall be enforced for the benefit of all the unit owners/shareholders in the building. Inspection will be made by the Association prior to laying of the flooring.

The unit owner is required to supply the Association with a sample of the sound isolation materials along with written proof from the manufacturer that the materials meet or exceed the Association's requirement.

The undersigned acknowledges receipt of the foregoing notice and agrees to abide by and be bound by the requirements hereof.

Shareholder Signed	Date
Contractor Signed	Date
Subcontractor Signed (if any)	Date



**REQUEST FOR APPROVAL OF BALCONY FLOORING INSTALLATION**

AREA	SF	HARD FLOOR TYPE	PROPOSED WATERPROOF	STC/IIC
Balcony				

**NOTICE AND ACCEPTANCE OF STANDARDS FOR WATERPROOFING AND LAYING OF BALCONY FLOORING**

Waterproofing of unit balcony terraces utilizing the Sikalastic 710 / 715 / 715 waterproofing systems in accordance with manufacturer specifications and approved NOA. Whenever new tiles are installed, they should comply with the requirements of current edition of Florida Building Code (FBC). Same standards or recommendations are applicable for stone, marble or other exterior grade flooring products.

Mortar system recommendations for flooring to be installed with exterior grade efflorescence free mortar system (mud bed, thin set, grout) free of calcium sulphate manufactured by Custom Products or approved equal. Referenced product to be installed in strict accordance with manufacturer recommendations.

Recommended flooring sealer is 511 impregnator manufactured by Miracle Sealants Company. Please see attached product data sheet for referenced recommended product. The sealer must be applied in strict accordance with manufacturer recommendations.

The unit owner is required to supply the Association with a sample of the waterproof material, mortar and sealer along with written proof from the manufacturer that the materials meet or exceed the Association's requirement.

Compliance with the above-mentioned standards is mandatory and shall be enforced for the benefit of all the unit owners/shareholders in the building. Inspection will be made by the Association prior to laying of the flooring.

The undersigned acknowledges receipt of the foregoing notice and agrees to abide by and be bound by the requirements hereof.

**BALCONY ACKNOWLEDGEMENT**

Work on the balcony is restricted to tile laying only. Materials or equipment CANNOT be stored on the balcony.

- There is no cutting of tile or flooring material allowed on the balcony.
- Cans, Cigars or butts, papers, debris, gum, etc., CANNOT be thrown or dropped from any balcony.

Shareholder Signed	Date
Contractor Signed	Date
Subcontractor Signed (if any)	Date



**NO CORE DRILLING ACKNOWLEDGEMENT**

Absolutely no penetration shall be made to any floor, roof or ceiling slabs without the prior written consent of the Board of Directors (the "Board") and review of the as-built plans and specifications. The Association shall maintain the plans and specifications for the Building as part of its official records. Each Shareholder, by accepting a Proprietary Lease and Stock Certificate or otherwise acquiring title to a Unit shall be deemed to: (i) have assumed the risks associated with reinforcement bar construction, (and (ii) agree that the penetration of any concrete slab or rod may threaten the structural integrity of the Building. Each Shareholder shall be deemed to have released Developer, Declarant, Board of Directors, its partners, contractors, architects, engineers, and its and their officers, directors, shareholders, employees and agents from and against any and all liability that may result from penetration of any of the concrete slabs or rods.

**UNIT ACCESS AUTHORIZATION FOR CONTRACTORS**

I, \_\_\_\_\_ hereby authorize the following persons to enter Unit # \_\_\_\_\_  
 Effective \_\_\_\_\_ (Date) This authorization is valid until \_\_\_\_\_ (Date).

In giving this authorization and request, the undersigned **ACKNOWLEDGES AND AGREES:**

- The purpose(s) of the entry stated below is for information only. The Association is not responsible for such purpose(s) being fulfilled or for limiting Unit access to the accomplishment of such purpose(s).
- The Association is not responsible in any manner for supervising, observing or controlling the conduct of the person(s) to whom a Unit key and/or access was given under this authorization.
- The undersigned agrees to fully indemnify and hold harmless the Association, its officers, directors, members, employees and agents (including, without limitation, Association's management company, security service, and their officers, directors and employees), whether in the Unit or the Common Elements of the Property or otherwise carrying out this authorization and request. This indemnification and hold harmless agreement shall include all attorney fees and court costs regardless of whether suit is brought, or any appeal is taken there from.

**PLEASE PRINT CLEARLY**

<u>Name</u>	<u>Company/Contact</u>
_____	_____
_____	_____
_____	_____

Shareholder Signed	Date
Contractor Signed	Date
Subcontractor Signed (if any)	Date



**DELIVERY / ELEVATOR RESERVATION**

- Delivery hours are Monday through Friday, 8:30 a.m. to 1:00 p.m. – Deliveries **MUST** be completed by 4:30pm.
- Reserving the service elevator is not guaranteeing you have exclusive right to use the service elevator.
- Contact the Management office to schedule your delivery at least **5 business days in advance** of your planned installation date.
- No items may be stored or left in the Receiving Area. The delivery company must remove all cartons, crates and packing material from the Property.
- No overnight storage is permitted in the Loading Dock area, building hallways or other common areas.
- Oversize items that will not fit into the elevator must be scheduled for transport by special arrangement. Please contact the Management office for details.
- The Board of Directors or Management may impose additional requirements or instructions from time to time to enhance the safe operations of the Building and the safety and convenience of Shareholders and Residents.

**Approx. Elevator & Door Dimensions      Receiving Room (Ground Level)**

<b>Dimensions</b>	<b>Door</b>	<b>Cab Interior</b>	<b>Dimensions of Receiving Room</b>	
<b>Height</b>	<b>83 ¼"</b>	<b>104"</b>	<b>Height of entrance double door</b>	<b>81"</b>
<b>Depth</b>		<b>50 ½"</b>	<b>Width of entrance double door</b>	<b>78"</b>
<b>Width</b>	<b>42"</b>	<b>79 ¾"</b>	<b>Diagonal entrance of double door</b>	<b>112"</b>
<b>Diagonal</b>	<b>93 ¼"</b>	<b>104"</b>	<b>Elevator foyer height</b>	<b>94 ½"</b>
<b>Weight Capacity</b>	<b>3,500 lbs</b>		<b>Elevator foyer width</b>	<b>100"</b>
			<b>Corridor width</b>	<b>105"</b>



**SCHEDULE OF INFRACTIONS AND FINES**

The following are common infractions that if committed may subject the Shareholder and/or contractor to fees and or removal from the property.

INFRACTION	RECOURSE
Not covering floors properly with plastic and masonite	\$250 first offense/\$500 second offense and removal from Property
Not vacuuming and/or cleaning properly at day's end (must return corridor to pre-construction appearance) Leaving Materials in corridor	\$250 first offense/\$500 second offense and removal from Property
Trash chute used & seal broken	\$250 first offense/\$500 second offense and removal from Property + charges to repair
Dumping Construction Materials down sinks, toilets, floor or roof drains	\$250 first offense/\$500 second offense and removal from Property + charges to repair
Security Breach, Vandalism and/or theft	\$250 first offense/\$500 second offense and removal from Property
Setting off smoke alarm	\$250 per occurrence + any charges incurred to repair or from fire dept.
Cutting of Tile or work performed on balconies, common areas or garage	\$250 first offense/\$500 second offense and removal from Property
Trespassing onto House Property after work hours	\$250 first offense/\$500 second offense and removal from Property
Overloading of Elevators	\$250 first offense/\$500 second offense and removal from Property + cost of repair
Illegal Parking of Vehicles	Will be towed at Shareholder's expense
Unscheduled Deliveries	\$250 first offense/\$500 second offense and removal from Property
Damage of walls or other common area property	\$250 first offense/\$500 second offense and removal from Property + cost of repair
Use of building utilities	\$250 first offense/\$500 second offense and removal from Property
Items thrown from balcony (cigarette butts)	\$150 first offense/\$300 second offense and removal from Property
Use of residential elevator	\$250 first offense/\$500 second offense and removal from Property
Unauthorized workers onsite Performing Unauthorized work inside the unit	\$250 first offense/\$500 second offense and removal from Property

**Project Manager Signature**  
**Sub-Contractor Signature (if any)**

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**Shareholder Signature**