



RULES FOR MODIFICATIONS and REPAIRS FOR UNIT OWNERS AND THEIR CONTRACTORS

The Owner needs to complete an **Interior-Exterior Modification Form**, including description and drawings of proposed change(s) for all work described below. A Board member reviews this form for approval. See Management for the form.

**See attachment for BBC recorded Rules and Regulations regarding interior and exterior modifications and repairs.

1. Renovations require prior Board approval with submitted Request for Modification.
2. Owner/Contractor will provide management office with current license, insurance and permit if required.
3. Work may be performed Monday-Friday, 8AM – 5PM, holidays excluded. Only work to resolve an emergency is the exception.
4. Contractors assume all liability for damage caused to limited common and common areas.
5. All Contractors and repair/service people are required to sign-in and sign-out in the Office on the first day of a project.
6. Contractor will receive a long-term parking pass for a long-term project. Sub-contractors must sign in at the management office to obtain a parking pass.
7. Access is the responsibility of the unit owner.
8. Horizontal parking in vertical parking spaces is not permitted, except for contractors' vehicles in the performance of Association services. Parking should be ONLY in yellow bumper guest spaces on the outer perimeter of the parking lot.
9. Unloading of materials may occur at the building breezeways. Vehicles must then be moved to yellow curbed guest spaces.
10. Contractors and repair/service people are NOT allowed to use Association equipment, including luggage carts, golf carts, trash areas, dumpsters or recycle bins. They are required to remove any construction debris/trash by truck.
11. Contractor or home owner is to notify the management office in advance when elevator pads are needed. Damage to the elevators will be the responsibility of the owner and/or their contractor.
12. Each building has two elevators. The internal cab dimensions are approximately 6' Wide x 4' Deep and 83" (6'11") High. When padding is installed, consider the dimensions reduced about an inch in measurements. The elevators have a "drop ceiling" with lighting installed in them. The lighting CANNOT BE REMOVED to fit large items. Doing so will damage the elevator. User is liable for repair costs.
13. Items too large for elevators must be hoisted by crane or other manner. They cannot be stored in common areas.
14. Do not block or hold the elevator doors open.
15. Use of floor paper or drop cloths for work areas and paths to the unit is recommended.
16. The use of hallways, balconies or lanais is forbidden unless work is specific to that area. Work to be done inside the unit or in area of the parking lot approved by management.
17. Work areas must be cleaned up daily.
18. Grout, paint, wall mud, etc. **must not** be poured into building drains, sinks, toilets or bathtubs.

19. Trash dumpsters are not for contractor use. Remove trash and debris daily from premises. When contractors need a trash container/dumpster for a short period, in addition to securing it on their own, they must obtain permission in advance from Management who will also designate location for the container/dumpster.
20. Do not run an extension cord or electric line from the unit for contractor tools.
21. Smoking is prohibited on or in all BBC areas except:
 - a. The parking lot
 - b. Inside a unit with Owner's permission
 - c. Smoking is prohibited on lanais and balconies as they are not inside the unit.
22. Unit flooring including lanai and balcony renovations must be approved for the pre-approved .90 underlayment and must be inspected by the management office prior to the flooring (tile, laminate, wood, etc.) being applied.

Date: _____

Insurance Received: _____

License Received: _____

Permit (if required): _____

Contractor Signature: _____

Unit Owner Signature: _____