

CONSTRUCTION RULES

This outline provides a minimum guideline and shall not be construed as an all-inclusive list of regulations and requirements. Its purpose is to protect the safety and comfort of all residents and to preserve the integrity of the building structure and those elements which are community, rather than private property. Unit Owners are responsible for the actions of and any damage caused by their contractors.

Remodeling projects have been divided into four categories, which are defined on the following pages, along with notification and approval requirements. The four categories are:

Category A: Project so minor that no formal construction review is required but if possible management should be notified in advance.

Category B: Projects may include items from Category A, in addition to but not limited to possible interruption of water, alteration of unit walls, minor plumbing and electrical

Category C: Complex projects requiring the Board's written approval and inspection.

Complex projects may include items from Categories A and B, in addition to but not limited to possible involvement of common elements and/or extensions or interruptions to electrical, telephone, cable TV, sprinkler or plumbing systems

Category D: Projects requiring Board approval and signing of License Agreement.

Category D projects may include items from Categories A, B, and C, in addition to possible extension into common areas space and other significant construction or renovation projects.

Specifics of the four categories:

Category A: Project so minor that no formal construction review is required.

Category A projects do not affect any common elements, i.e. (includes, but is not limited to):

1. Painting and/or wallpapering (to the extent that a commercial contractor is involved and storing paint and/or solvents on the premises overnight).
2. Installation and/or removal of carpeting and pad.

Requirements: The Savoy's on-site maintenance supervisor should be notified in advance, if possible.

Minor projects requiring Management notification and possible inspection.

Category B:

Category B projects may include items from Category A, in addition to possible interruption of water, alteration of unit walls, minor plumbing and electrical, i.e. (includes, but is not limited to):

1. Replacing kitchen cabinets, if placement of cabinets varies from original installation.
2. Sink, faucet, or bathtub replacements.
3. Refrigerator replacement involving ice maker or water faucet.
4. Dishwasher replacement.

Requirements: Management notification and written approval is required. Approval may take up to one week. If any of the above items are to be relocated, Management submits to the Board or its representative. Certificates of Insurance from all contractors must be submitted to Management prior to Management granting approval. Contractor and Owner must abide by further requirements, changes, etc., if applicable, noted on plans by Management or Board of Directors. Work is subject to inspection by Management. If work involves exact replacement of an outdated or malfunctioning appliance, submission to Association's architectural representative is unnecessary and work may progress immediately upon proper shutoff of water supply.

Category C: Complex projects requiring Board written approval and inspection.

Complex projects may include items from Categories A and B, in addition to possible involvement of common elements and/or extensions or interruptions to electrical, telephone, cable TV, sprinkler or plumbing systems, i.e. (includes, but not limited to):

1. Termination or rerouting of plumbing, electrical or telephone systems.
2. Altering or closing of plumbing pipes.
3. Wall removal, relocation or addition.
4. Installation and removal of hard surface flooring (marble, ceramic tile, hardwood flooring, etc.)
5. Installation of "Jacuzzi", whirlpool, wet bar, etc.
6. Any action affecting operation of ventilation system.
7. Kitchen pass-throughs.
8. Any action affecting operation of sprinkler system.

Requirements: Submission of drawings to Board.

Written Board approval is required which may take up to two weeks following receipt of the plans by the Board or its representative. Certificates of Insurance from all contractors must be submitted to Management prior to Management granting approval. Contractors and Owners must abide by further requirements, changes, etc., noted in the Board's written approval. Inspection by the Board or its representative is required prior to closing up of any

walls or other areas concealing any plumbing, sprinkler, ventilation or electrical work or flooring underlayment. Category D: Projects requiring Board approval and signing of License Agreement.

Category D: projects may include items from Categories A, B, and C, in addition to possible extension into common areas space, i.e. (includes, but is not limited to):

- 1 Moving location of entry door(s) into common area corridor.
- 2 Typical unit combinations instituted by the developer are allowable. Any other configuration requires Board approval.

Requirements: Submission of architectural drawings to Board.

Written Board approval is required and may take up to 30 days following receipt of plans by the Board. Certificates of Insurance forms for all contractors must be submitted to Management prior to the Board granting approval.

Signed License Agreement required. Contractors and owners must abide by further requirements, changes, etc., noted in the Board's written approval. Inspection by the Board or its representative is required prior to closing up of any walls or other areas concealing plumbing, sprinkler, ventilation or electrical work or flooring underlayment.

The following items must be submitted to Board or its representative to obtain approval:

1. Drawings of demolition and proposed additions.
2. A written scope of work.
3. Copies of all selected contractors' proposals.
4. Certificates of Insurance forms for all contractors must be submitted to Management,

Additional Requirements:

After approval from the Board is received, the following must be submitted prior to commencement of project:

- 1 A list of all contractors and subcontractors (names, addresses, telephone numbers) so Management can verify authorization to enter the building and the units.
- 2 Approximate length of time remodeling will take.

3. Date remodeling will begin—Management needs to notify Association members at least five (5) business days prior to commencement of the project.
4. Copies of all required permits.
5. Remodeling agreement signed by Unit Owner (see last page of these guidelines).
6. License Agreement signed by Unit Owner, where applicable (see Category D).

Remodeling Guidelines

IA General Conditions

1. Architectural Fee: An hourly architectural fee, at cost, shall be charged to the Unit Owner for review of plans, as required by each specific project and inspection during construction.
2. Insurance: The Unit Owner must provide a Certificate of Insurance in the amount of \$500,000/1,000,000 bodily injury and \$1,000,000 property damage naming Savoy on Palm Association, its agents and employees and the Association's architectural representative. A Certificate of Workers' Compensation in statutory amounts must be provided to the Management Office.
3. Designated Elevator: Transporting of all material or debris must take place through the designated elevator only and must be scheduled through the Management Office. The designated elevator may not be locked off before 8:00 A.M. or after 5:00 P.M. Monday through Friday and 10:00 A.M. to 4:00 P.M. on Saturdays. Workmen must use the designated elevator at all times. All material and equipment must be loaded and unloaded in the loading zone area designated by Management and immediately transported to the unit. Workmen will be required to leave an appropriate ID with the Management office while in the building. Contractors' vehicles must be removed from the loading zone area immediately after unloading. Failure to comply will result in vehicle being towed.
4. Work in Accordance with Plans:
All work is to be performed in strict accordance with the final plans which have been submitted and approved by the Board. If changes to the approved plans are to be made, Management must be notified immediately and plans resubmitted to the Board or its representative for approval before construction can commence or continue.
5. Work in Accordance with Applicable Codes: The work will conform to and be in accordance with Savoy on Palm Condominium Association Declaration of Covenants, Conditions, Restrictions and Easements, Association Rules and conform to all governmental codes and regulations in effect at the time construction is initiated.
6. Qualifications of Contractors-Evidence: The Unit Owner must be able to Provide evidence that all work is to be performed and completed by a qualified individual capable of completing all work in a safe and workmanlike manner. (References and/or Licenses)
7. Inspection of Work: All work is subject to inspection by Building personnel

and/or the Board's representative and charged to the Unit Owner at cost. Management reserves the right to stop or cause to delay any work which has not been approved or which deviates from the approved plan. The Board or its representative will provide a construction script outlining at which points construction must be inspected and documented in writing by same before construction may continue.

8. As-Built Plan: Within 30 days after completion of the work, the Resident must supply the Building Management with a final As-Built Plan.
9. Exterior Alteration: No alteration may be made to the exterior of the Unit without Board approval.
10. Damage to Common Elements: The Unit Owner is responsible for any damage or dirt caused by their contractors to the common elements or any other unit. Inspection by Management of the corridor floors, walls, doors and light fixtures, etc., will be made before, during and after construction. Any damage repair or cleaning necessary will be charged to the Unit Owner. Contractor is to place clean tarps throughout the corridor where carpeting may be subject to damage from dirt. Corridor vacuuming is to be done at the end of each workday by contractors. At no time may any work take place by the contractors in the Common elements. Delivery and removal of materials and debris must be confined to carts and dollies appropriate for transportation over carpeting. Any cart or dolly must fit easily through Common element doorways. No materials shall be kept in the Common elements.
11. Trash Chutes: The use of the trash chutes for the disposal of construction debris is strictly prohibited. Fines will be imposed against Unit Owners whose contractors violate this rule.
12. Restrooms: Unit Owners must provide their workmen usage of private bathroom facilities. Public restrooms are not available for use by workmen.
13. Loitering: At no time may the workmen congregate or loiter in any Common areas of the building. There is no smoking allowed anywhere on the Savoy on Palm Condominium common areas.
14. Construction crew: One member of the construction crew working in the unit must speak English.

B Noise/Hours of Construction

1. "Type 1" noise is usually associated with construction, such as chipping, drilling and pounding. Noise which can be easily transmitted from one Unit to another through common walls, floors, ceilings and chases is considered Type 1 noise. Remodeling which creates Type 1 noise is allowed at the following times:

9:00 A.M. to 5:00 P.M. Monday through Friday

10:00 A.M. to 4:00 P.M. Saturday

No construction resulting in "Type 1" noise is permitted on Sunday or Holidays.

2. "Type 2" noise is usually associated with minor remodeling or repairs which only occasionally penetrate through the perimeters of the Unit. Work such as painting and wallpapering are not considered noisy work, but to enable workers to enter the Building approval must be obtained. Carpet removal, etc., would constitute "Type 2" noise and is allowed during the following hours:

8:30 A.M. to 5:00 P.M. Monday through Friday

10:00 A.M. to 4:00 P.M. Saturday

No construction resulting in "Type 2" noise is permitted on Sunday or Holidays.

TECHNICAL SECTIONS MUST BE REVIEWD BY APPROPRIATE PROFESSIONALS.

C Electrical

1. All electrical work must be completed by a licensed electrician in a safe and workmanlike manner and must satisfy all applicable codes.
2. Electrical panels must have an unobstructed clearance for minimum of thirty (30) inches. Adjustable shelves and removable closet rods are considered obstructions.
3. No wall, floor or ceiling electrical boxes may be buried after the removal of a receptacle or fixture until all wiring no longer in use has been removed.
4. Electrical panels must be covered or protected at all times during construction.
5. Ground Fault Interruption receptacles must be used in all bathrooms, kitchens, laundry, wet bars and all other areas where water is used or present.
6. All steam showers, sauna or whirlpool electrical components and enclosures must be approved by the Board or its representative prior to installation in the Unit.
7. All work to be completed on telephone lines must be completed by a qualified low voltage telephone line specialist as approved by Board or its representative.
8. All work to be done on Cable TV lines must be completed by the building approved cable company.
9. Channeling of support columns is strictly prohibited.
10. Channeling of structural floors and ceilings is strictly prohibited. (See Section F below for additional guidance and requirements).

D. Plumbing

- 1 All plumbing work is to be completed by a licensed plumber in a safe and workmanlike manner and must satisfy all applicable codes.
- 2 The relocation of water risers, waste lines, open site relief drains or venting

stacks is strictly prohibited.

3. Any connections made to the building venting or plumbing must be pre-approved and must be inspected and approved in writing by the Board or its representative prior to walls being closed up.
4. Individual shutoff valves are required for all newly installed fixtures.
5. Dielectric unions are mandatory on all domestic plumbing lines, where applicable.
6. Any drain line which exceeds a five foot (5') run from the fixtures to the main waste line is required to be properly vented.
7. For whirlpool, Jacuzzi, sauna and spa installations, manufacturers' specifications indicating weight of "tub" must be submitted for Board approval, and must comply with all governmental codes.

E. Mechanical and Structural

1. Any work to or modification of the common mechanical ductwork, plumbing or fire protection piping, structural column (support pillars) or concrete floor slabs (top and bottom) is strictly prohibited.
2. Connections to any venting system for the purpose of exhausting a dryer or other appliances or devices must be approved by Management.
3. All construction, including raised floors, wall and ceiling decorative finishes must be detailed to permit removal of and service to I-IVAC units.
4. Superimposed live loads shall not exceed 40 pounds per square foot.

F. FLOORING Each Unit Owner who elects to install in any portion of his, her or its Unit hard_surface flooring materials (wood flooring or pre-engineered flooring) shall first be required to install an approved sound underlayment material of such kind and quality equivalent or superior to 1/4 inch of cork and perimeter sound insulation material installed in accordance with the procedures as generally provided below. Each Unit Owner is required to submit for approval to the Board of Directors or its representative the proposed hard surface floor underlayment material. Written approval for the proposed materials is required prior to installation of hard surface flooring. Noble seal SIS (sound insulation sheet) has been determined to be quality equivalent or superior to 1/4 inch cork and is recommended for use under all tile or stone flooring. The installed sound insulation material must be inspected and approved prior to installation of the hard surface flooring. Installation procedures shall meet or exceed the following:

1. Isolation Barrier:
 - a. At the perimeter of the entire floor, and the periphery of all protrusions to that floor; fiberglass board (6-15 pd) not less than 3/8 of an inch (9.525 millimeters) thick, to minimize flanking, should be used within 1/4 inches (6.35 millimeters) of the finished surface.

- b. Closed cell polyethylene foam (2.7-9 pcf) not less than 1/4 of an inch (6.35 millimeters) may also be used as the perimeter isolation barriers.
 - c. The fiberglass board or the polyethylene foam can be cut into strips and held in place with a few spots of acoustical sealant. If the strips are too long they can easily be trimmed within the 1/4 inch of the finished surface after the tile is grouted, therefore keeping any hard residue out of the perimeter grout joints.
2. After the tile is set and grouted, additional time should be spent to check the perimeter of the entire floor and the periphery for any protrusions such as pipes, so as not to have any of the mortar, bond coat, or grout, touching the walls or any protrusions that penetrate the floor. Should any of the hard material from the installation make contact between the tile or setting bed and the wall, or a penetrating protrusion, a large reduction in the sound rating will occur. After grouting, but before the edges are caulked, trim the polyethylene sheeting back to the top of the fiberglass or polyethylene foam edging.
3. A sealant is required at the perimeter of the entire floor and the periphery of all protrusions to that floor.
 - a. This joint shall be 1/4 inch wide (6.35 mm) from the finished top of the tile. This joint must be filled with an elastomeric sealant or an acoustical sealant. Hard grout is unacceptable.
 - b. This caulking can be done before or after grouting as long as the hard grout is left out of the joint between the floor and the wall and around the periphery of any protrusion.
 - c. If USG acoustical sealant is used, the joint can be painted to conform to the color of the grout used in the field.
 - d. Dow-Corning and G.E. Silicone sealant comes in a variety of colors to harmonize with the color of the tile.

G. Windows

Alterations made to the perimeter window wall system are strictly prohibited.

H. Miscellaneous

1. Remodeling construction must begin within six (6) months of Board approval or documentation must be resubmitted.
2. Any questions regarding these Construction Guidelines may be directed to the Management Office.

BOARD APPROVAL

THE SAVOY ON PALM Condominium Association has reviewed the proposed remodeling plans and has:

APPROVED AS SUBMITTED: _____ (Date)

Per your schedule, these are the stages that will require an inspection by Management:

REJECTED DUE TO:

THE SAVOY ON PALM Condominium Association Construction Representative (Date)

REMODELING AGREEMENT

The undersigned has received THE SAVOY ON PALM Condominium Association Construction Rules and agrees to abide by the rules set forth therein.

Owner Name

Unit #

Telephone #

Date

NOTICE TO THE SAVOY ON PALM CONDOMINIUM RESIDENTS

Dear SAVOY Resident:

Please understand that The Savoy on Palm Condominiums approves architectural plans and inspects work performed on units in this Condominium solely for the purpose of ensuring conformity with the Condominium Declaration. Please sign below to indicate your acknowledgment and acceptance of this fact, and to waive any claims for damages against The Savoy on Palm Condominiums relating to the construction work being performed in your Unit. Please understand that this process protects all of the residents at Savoy on Palm Condominium and will make it a better place to live.

THE SAVOY ON PALM CONDOMINIUMS:

By: _____

Its: _____

(Date)

UNIT OWNER(S) UNIT # _____

(Date)