

Contractor's Registration Form

Business Name: _____

Business Address: _____

Business Entity: _____ Corp: _____ Other: _____

Telephone: _____ Fax: _____

Service(s) to be performed: _____ E-mail: _____

Estimated days required to complete work in residence, UNIT # _____ :
From _____ to _____

Name(s) of Principal(s): _____

Experience of Principals:

References:
Name: _____ Telephone: _____
Name: _____ Telephone: _____
Name: _____ Telephone: _____

Banking Reference: _____

Insurance Company providing Workers Compensation and Liability Insurance:

Other Comments:

As stated in the Rules and Regulations, all Decorators, Contractors and Sub-Contractors must submit:

- Lee County Local Business Tax Receipt or Occupational License
- Insurance Certificate (Unit specific)
- Workers Compensation Certificate, Exemption Certificate or Letter of Automatic Exemption

Note: If all items are not received, there will be a delay of work until they are all received in the Florencia office.

FlorenciaSM

AT THE COLONY GOLF & BAY CLUBSM

I understand that while doing any work in the unit we are responsible to properly cover any/all of the smoke detectors to prevent a false alarm with the building fire alarm system. Not protecting the smoke detectors properly can/will result in the fire alarm system being activated which will cause the elevators to shut down and the Bonita Springs Fire Department coming out to the building to reset the system. Any False Alarm fees charged by the Fire Department will be passed on to the vendor.

The first false alarm will result in a \$250-\$500 fine (depending on the fine from the Fire Department).

The second false alarm will result in a \$500 fine.

The third false alarm will result in being barred from the building.

Vendor Name

Date

FlorenciaSM

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Indemnification Agreement for Vendors Servicing Florencia Units

Contractor: _____

The below signed and above identified Contractor / Subcontractor and their agents agree to indemnify and hold harmless the Unit Owner, Florencia at The Colony Condominium Association, Association Directors, Officers, and employees from any and all liability imposed by law or judgment upon the unit owners or Florencia at The Colony et al, for damages because of any bodily injury or property damage as a result of direct or indirect actions and operations of the Contractor, Subcontractor, or their agents. This agreement warrants that the Contractor identified above, Subcontractor and their agents will respond as the principal party for remedy in any matter brought forth as a result of the Contractor, Subcontractor, or their agents operations and actions regardless of negligence or product and operations failure.

Registered Agent for Contractor:

(Signature)

(Print)

(Date)

Witness:

(Signature)

(Print)

(Date)

Date of Execution: _____

Florencia™

AT THE COLONY GOLF & BAY CLUB™

RULES FOR DECORATORS, CONTRACTORS AND SUB-CONTRATORS

1. The Unit Owner must pre-register with the Resident Manager by giving him the name, address, telephone number and fax number of the Unit Owner's representative who will be overseeing the work being done in the unit whether it is the interior decorator, the general contractor or the Unit Owner.
2. Prior to commencing work, the Unit Owner's representative must submit to the Resident Manager, a list of names, addresses and telephone numbers of all sub-contractors who will be working in the unit and a schedule for their work.
3. The Resident Manager will coordinate with the Unit Owner's representative for the issuance of temporary passes for access for decorators and contractors into The Colony at Pelican Landing, through the construction gate located on Coconut Road.
4. Work hours are Monday through Friday 8:00A.M. to 5:00P.M. and Saturdays 8:00A.M. to 12:00P.M.
5. The contractor and all sub-contractors must have a Type "B" licenses in Lee County and submit proof of same for the Resident Manager's file.
6. Prior to authorization for access, contractors performing structural work must provide a certificate of insurance naming the association as additional insured with limits no less than \$1,000,000 per occurrence/\$2,000,000 general aggregate, \$500,000 Auto (including hired and non-owned) , \$500,000/\$500,000/\$500,000 workers compensation. Contractors performing non-structural work must provide a certificate insurance naming the association as additional insured with limits no less than \$300,000 per occurrence, \$300,000 Auto (including hired and non-owned), \$100,000/500,000/\$100,000 workers compensation.
7. All vehicles and persons will enter the building only at locations approved by the Board of Directors. There they will be registered by access personnel, unless the Resident Manager makes other arrangements.

8. Workers will be allowed to unload their materials and equipment outside the garage northeast entrance. A passenger elevator will be designated for use as a service elevator for purposes of transporting materials.
9. After unloading, workers must park their vehicles in the designated outside service parking or other areas specified by the Resident Manager or garage access personal.
10. Work Preparations will not be allowed in the garage, i.e., mixing of paints, mud, grout, etc.
11. The cutting of all construction materials, tiles and flooring is to be done within the Unit Owner's Unit or at the contractors shop. No cutting or fabrication of these materials is permitted on the balconies, lanais or in the service corridors. Please see the manager for a location for special cutting needs.
12. The trash chute is NOT to be used, nor is any trash to be left in units or hallways. The Resident Manager or the garage access personnel will provide information on disposal of trash.
13. All trash and debris shall be hauled off by workers on a daily basis unless a dumpster is specifically designated for their use.
14. Grout, paint, wall mud or any other material may NOT be poured down Building drains, sinks, toilets or bathtubs.
15. Sub-contractors at NOT to use carts owned by the Association (supply your own).
16. Breaks and lunches, if taken inside the Building, should be confined to the owner's unit.
17. No radios will be allowed in the Building unless used with headphones.
18. Access to the individual Condominium Units must be confined to the Owner's Unit.
19. Do not tamper with or hang extension cords from any of the sprinkler heads.
20. Unit smoke alarms are to be left in place. They are to be properly protected during the interior finish work which generates heavy airborne particles, i.e. sanding and painting.
21. Workers are not to wander around in other than the specific area or Unit to which they are assigned.

22. **FLOORING.** (see page 4-6)

23. Each Unit Owner is responsible for his decorator's, contractors and sub-contractors action and inactions while on the Condominium Property and in The Colony or in Pelican Landing. Decorators, contractors and sub-contractors are on the Condominium Property at their own risk and agree to hold harmless the Condominium Association, the Foundation and WCI Communities, Inc. for any liability or damages which might arise in connection with their activities on the Condominium Property or in The Colony or Pelican Landing.

24. Should a decorator, contractor or sub-contractor discover a defect in a Unit, they must notify the Resident Manager immediately so the defect may be verified and corrected prior to doing any work which might be impacted by the defect.

25. Smoking, while discouraged, will only be allowed in the individual Units with the Unit Owner's permission.

26. Please help us keep the building clean.

Activities will be monitored during the day. Non-compliance may result in you or your firm being barred from the Building.

If you have any questions please contact the General Manager.

Florenxia at the Colony
Flooring Installation Approval Form

Owner _____ Unit _____

Sound Underlayment Material Approval

_____ has been approved as the sound underlayment for installation, to be installed per the Florenxia Flooring Specifications attached (See Flooring Specifications, Page 1).

Date

Manager

Installation Approval

Approval has been granted to install _____
Over the Sound Isolation Barrier in accordance with the Florenxia Flooring Specifications attached (See Flooring Specifications, Page 1).

Date

Manager

Perimeter Approval

Parameter Isolation barrier caulk (Not applicable to wood floors) has been installed. Final approval has been given. Type used: _____

Date

Manager

Perimeter Approval

Approval has been granted for installation of _____
on the balcony. Instructions and specifications have been given to flooring company.

Date

Manager

21. **FLOORING** Each Unit Owner who elects to install in any portion of Unit hard surface flooring materials (i.e., tile, marble, wood) shall first be required to install an approved sound underlayment material and perimeter sound isolation 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, and then the installed sound proofing must be inspected and approved prior to installation of the hard flooring. Installation procedures shall meet or exceed the following:

A. Sound Underlayment Control Material- The Association requires 90 mil or greater flooring sound control underlayment material. The material and manufacturer specified on the attached page is intended to establish a Standard for Type-of Material and Installation-Procedures.

1. At the perimeter of the entire floor, and the periphery of all protrusions to that floor, fiberglass board (6-15 pcf) not less than 3/8 of an inch (9.525 millimeters) of the finished surface.
2. Closed cell polyethylene foam (2.7 -9 pcf) not less than 1/4 of an inch thick (6.35 millimeters) may also be used as the perimeter isolation barrier.
3. The fiberglass board of the polyethylene foam can be cut into strips and held in place with a few spots of acoustical sealant. If the strips are too tall, 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.

B. After the tile is set and grouted, additional time should be spent to check the perimeter of the entire floor and the periphery for 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.

C. A sealant is required at the perimeter of the entire floor, and the periphery of all protrusions to that floor (Not applicable to wood flooring Installation).

1. This joint shall be ¼ inch wide (6.35 millimeters) from the finished top of the tile. This joint must be filled with an elastomeric sealant or an acoustical sealant. Hard grout is unacceptable.
2. 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.
3. If USG acoustical sealant is used, the joint can be painted to conform with the color of the grout used in the field.
4. Dow-Corning and G.E. Silicone sealant comes in a variety of colors to harmonize with the color of the tile.