

Le Frontenac Condominium Association Inc.

2016 Renovations Procedures

TO ALL OWNERS

Object: Renovations procedures for works that require or not a permit.

As adopted at the Annual General Meeting on February 19, 2014, here is the procedure for the execution of works in your condo for, among others, the kitchen, the bathrooms, electricity and ceramics.

1. The period allowed for the execution of noisy works is from April 15th to December 15th.
2. The schedule to run the noisy works is Monday through Friday, 8 am to 17 pm.
3. You, or your representative, have to present yourself in person at the Association's office with the plans and specifications for the works to be performed.
4. The manager of the Association will issue a letter on behalf of the Association authorizing the city of Sunny Isles Beach to issue the necessary permits.
5. Before the works begin, you must notify the manager of the Association so that he meets and gives his instructions to the concerned persons.
6. Before the works begin, the respondent in the works, has the obligation to provide the manager of the Association a copy of liability insurance on behalf of "The Frontenac Condominium Association Inc." and a copy of the permit issued by the city of Sunny Isles Beach. Permits must be posted for the entire period of works.
7. All work must be performed inside the condo unit. It is prohibited to use the walkways and common areas for the execution of works, to store materials, equipment, furniture...
8. Construction debris must be removed out of the property by the respondent in the works.
9. At the end of each day, the respondent in the works is obliged to leave the place clean, including walkways and elevators.
10. The respondent in the works must obtain prior approval of the Manager of the Association to store materials on the property.
11. Offenders will be assessed a \$ 250 penalty per offense.
12. EXCEPTION: Emergency works, such as replacing a water heater or air conditioner, are not covered by that regulation.

The Board of Directors

I have read, I understand and commit myself to respect those regulations.

Signature of the owner or the respondent in the works