

## **GUIDELINES FOR RENOVATIONS**

Adapted from Park Lane Bylaws

Numbers reference the section from our Declaration of Condominium

### **9.3 MAINTENANCE, ALTERATIONS AND IMPROVEMENTS**

The ceiling, floor, boundary walls, and load-bearing structures are considered common-elements and therefore may only be modified by agents appointed by the Park Lane Association. However, if damage to a Unit interior or common element is caused by actions or negligence of the Unit Owner, his tenants, guests or invitees, the Owner is liable for the cost of that maintenance or repair. You must notify our Manager immediately if a common element is damaged and he will determine who is at fault and the Association will then handle the repair (9.3, 9.8).

### **9.4 Additional Unit Owner Obligations.**

In connection with his maintenance, repair and replacement obligations, the Unit Owner shall have the responsibility to obtain the prior written approval of the Association's Board of Directors before performing any maintenance, repair or replacement which requires: changes or alterations to the physical appearance of the Condominium Property visible from any exterior vantage; excavation; access to building roofs; removal, modification or relocation of any interior partitions, walls, whether load-bearing or not, or the relocation of cabinets or appliances; relocation of utility plumbing or electrical lines or fixtures; the use of heavy or noisy equipment; such other actions as may cause concern for the peace and safety of the Condominium and its residents or the aesthetics of the Condominium Property as determined by the Board of Directors. The Unit Owner is also required to obtain the prior written approval of the Board of Directors for any project that affects or could affect the Common Elements, such as electrical or plumbing repairs or changes that could go beyond the perimeter of the Unit. For these jobs, qualified contractors with adequate insurance are required to protect the Association's and other Unit Owner's interests. In all applicable situations, as required by municipal law, the permit process must be followed (structural work must be under the supervision of a Commercially-licensed General Contractor (see also 9.10).

## **RENOVATION / CONSTRUCTION**

- 1.** Written approval from the Board of Directors.
- 2.** Projects may only be done by owners not renters or those not acting as official agents of the owner.
- 3.** Service providers must be appropriately licensed.
- 4.** Apply for Permits at the Sarasota Building Inspection and Permit Department 954-4156
- 5. Work Time:** 8 AM to 5 PM and not on Sundays

**Air Conditioner Replacement** must be coordinated with our Manager, Stacia Searcy of CAMS by Stacia at 941-315-8044.

**Doors and Windows** (need Board Approval) Must have white boarders (9.9) and must meet code for hurricane resistance. (9.2 12)

**Lock Change:** A copy of the door key must be given to the Manager for emergency access; pest control, fire alarm testing, and fire department.

**Parking:** Use owner's assigned parking space or park on East Street.

**Plumbing:** Shutoff valves are shared between units. You may have to coordinate with neighbors to gain access to their unit. Generally, the shutoff valves are located by the hot water heater.

**Water heater replacement:** There must be a drain pan beneath water heater and a line connecting to the outside.

**Smoke Detector:** While doing construction please make sure you **cover the smoke detector** so it does not go off due to dust or smoke. **DO NOT DISCONNECT** it as tripping the alarm will sound throughout the building and necessitate a service call which will be charged to the owner.

**Construction Debris:** All building material waste must be removed by the contractor. It is not to be left on the walkways, grounds nor put in our garbage bins – per city sanitation law. **Please cover the walkway in front of the unit** to prevent tracking dirt. (1.9)

**Drains:** Do not release anything into the drains that can harm them (9.1.9) such as paint, solvents, oil, powders, grit, etc. Collect and remove.

**Upstairs Flooring Replacement:** It is strongly requested that you install a noise absorbing underlayment when renovating the upstairs floor. You might consider GenieMat (<http://pliteq.com/products/geniemat-ff.php>)

**Be considerate and polite** (9.6): Discuss with neighbors what they may experience (noise, odor, vehicles, debris, etc.). Let them know the general schedule and duration of the project.

**Thank you for your cooperation.**