



*Admiralty  
Point*

## **Admiralty Point Condominium Association**

**2300 Gulf Shore Boulevard North**

**Naples, Florida, 3410**

**239-262-3051**

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### ***REMODELING YOUR UNIT:***

***A Guide for Unit Owners  
and Their Contractors***

**\*Application Procedures**

**\*Permit Application Forms**

**\*Terms and Conditions Governing  
Remodeling and Repair**

*Approved 1/6/12*

# **Your Guide to Unit Remodeling and Repair at Admiralty Point**

Residents of Admiralty Point are both individual and collective owners of this unique and highly valuable property on Gulf Shore Boulevard North. Undertaking individual unit remodeling, especially on a major scale, has potential impact on both common elements of the Association and neighboring units. This Guide explains our rules, policies and practices governing such remodeling and repairs. This guide is designed to facilitate a smooth process of change which will protect all parties involved. It is a process which engages the unit owner, the Building & Architectural Review Committee, the Board of Directors at Admiralty Point and the contractors involved.

The Board of Directors at Admiralty Point is required in the Declaration of Condominium (Section 11.5) and the Rules and Regulations (Rule 20) to approve all alterations to units and or Limited Common Elements. Board Meetings are scheduled for the Third Tuesday of every month. From January 2012 – May 2012, Building Architecture Committee meetings are scheduled the First Friday of each month.

**To avoid delays on your project, a complete application should be submitted on or before February 1 for major remodeling or March 1 for minor renovation. Applications must include supporting documents as requested below.**

**All work must be accomplished during the off-season, from May 1-November 1. A deposit of \$2,500 is required for major remodels (i.e. remodeling of kitchens, bathrooms, removal and replacements of walls, replacement of tile in interior of the unit or on the terrace or lanai) and \$500 for minor renovations. Checks are delivered to the Association office and made out to Admiralty Point. The check will be deposited.**

**All contractors and sub-contractors must attend a contractor orientation meeting. The orientation meetings are scheduled for April 13, 20 and 27<sup>th</sup> at 2 p.m.**

**\*7 Copies of Application and Documentation are required for Submission**

## **Application Procedures for Remodeling**

### **Exemptions**

All renovations require an Association permit except for: Painting, Carpeting, and Replacement of appliances in the same location within the unit and emergency repairs. Owners are required to call the Gatehouse or Manager prior to commencement of work.

### **Steps to Remodeling and Renovation**

1. Owner goes to AP Website ([www.admiraltypoint.org](http://www.admiraltypoint.org)) or to the Manager's Office to print or secure the Application for Remodeling form.

2. Owner inquires about approved specifications relating to the work being planned. (The Association has approved specifications for certain materials and design. It is beneficial to know this prior to finalizing any construction or installation contracts.)
3. Owner submits 7 copies of Complete Application to Association Manager's office including remodeling plans, detailed drawings, material list and all other relevant information regarding the renovation work. **(Note: Major Remodels require complete professional drawings with Architectural, Mechanical, Plumbing and Electrical detail)**
4. Office forwards applications to the AP Building & Architectural Review Committee (BAC) for review.
5. The Manager schedules a meeting with the owner and contractor to discuss the remodeling/renovation process at Admiralty Point. This should occur PRIOR TO the BAC Meeting.
6. The BAC will vote to approve, disapprove or seek more information about the permit application, reporting its action in writing to the owner. In the event of requests for more information or denial, reasons will be stated so that the owner can consider changes that may allow later approval. **Further consideration and Final approval will only follow submission of adequate final plans and information.**
7. Upon notice of approval by the Building & Architectural Review Committee, the owner must submit the appropriate deposit to the Manager's Office.
8. With receipt of the deposit and final approval of the plans, the BAC then forwards its findings and recommendation to the Board of Directors for its approval.
9. Following Board approval AND receipt of appropriate City of Naples permits, the Manager's Office will issue a permit. **No contractors will be admitted on the premises to commence work until all Association and City of Naples permits are issued.**
10. As work progresses, the Association's professional consultant, James McVey, will carry out inspections as outlined in the section entitled "Construction Terms and Conditions" or as otherwise outlined by the Building & Architectural Review Committee. **It is the contractor's responsibility to schedule appropriate inspections. Failure to receive appropriate sign off may result in the removal of installed material. Inspections will occur within 48 hours of notifying Mr. McVey.**
11. Upon completion of the remodeling, the Association's professional consultant will file a final report. The Association's consulting expenses for the professional consultant will be submitted to the Manager for review and **then invoiced to and paid for by the remodeling owner.**
12. **DAILY** Clean up of common areas, i.e., hallways, stairs, doors, elevators, parking lots, sidewalks, etc. will be strictly enforced by Management. Any Association costs for clean up or repair of common elements will be applied against the owner's deposit.

Remodeling or construction is allowed to begin on May 1 and must be completed or suspended by November 1 of the same calendar year (Rule 20). The deadline to submit Applications for Remodeling Permits is February 1 for major renovations or March 1 for minor renovations for work proposed to take place between May 1 and November 1.

## Application for Remodeling Approval\*

Unit Owner(s) \_\_\_\_\_

Unit Number \_\_\_\_\_ Floor# \_\_\_\_\_ Entry # \_\_\_\_\_

I (We) request Admiralty Point Association approval to permit the remodeling or renovation of our Admiralty Point condominium unit in accordance with the Admiralty Point Association rules, requirements and conditions. The following checked items and explanation of scope and materials, along with attached plans and detailed drawings, represent the extent of our request:

### Check all applicable areas of Project Components:

- |   |   |
|---|---|
| <input type="checkbox"/> Complete Renovation/Remodel  | <input type="checkbox"/> Partial Remodel                    |
| <input type="checkbox"/> Change of Current Floor plan | <input type="checkbox"/> Kitchen Renovation                 |
| <input type="checkbox"/> Porch Enclosures             | <input type="checkbox"/> Flooring (Interior)                |
| <input type="checkbox"/> Window / Glass Replacement   | <input type="checkbox"/> Flooring (Lanai/Balcony)           |
| <input type="checkbox"/> Hurricane Shutters           | <input type="checkbox"/> Bathroom Renovation                |
| <input type="checkbox"/> Screen Enclosure             | <input type="checkbox"/> Utilities Change (incl. TV Wiring) |
| <input type="checkbox"/> Sliding Glass Doors          | <input type="checkbox"/> Minor Carpentry (Wood Trim)        |
| <input type="checkbox"/> Mechanical & Electrical      | <input type="checkbox"/> Floor/Ceiling Slab Penetrations    |

Additional explanation and materials description:

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**A: Window replacements: Additional explanation and materials description: (What & Where)**

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**B: Terrace Modifications and/or Additions; Extent and involvement of common areas:**

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**C: Flooring: Hard Surfaces(Interior & Exterior)**

Indicate rooms and locations on plans; all exterior balconies and patios require waterproofing. **Waterproofing is an owner expense and an approved contractor must be used.** (The Association reserves the right to select the contractor to apply the waterproofing membrane.) Underlayment is requirement under ANY hard surface flooring: Interiors must use Ecore QT 4012; Exterior (Lanai & Balcony) must use Proflex 90. **Please refer to Rule 11 for details on floor coverings in Unit Interiors..**

**D: Mechanical and/or Electrical Alterations** – Please Supply mechanical and electrical plans

**E: Floor/Ceiling Slabs:** Describe attachments, intrusions, or penetrations in the Floor/Ceiling slabs and any other work related to structural or common elements. Show locations on plans. **Channeling is not allowed.**

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**F: Utility Changes: Movement of utilities is generally not permitted.** If you are requesting any utility relocation detailed engineered drawing are required. Drawings must show location on plans. TV Cables can not be spliced. New cable must be run to units from primary supply hub.



We have read, understand and agree to abide by the Association rules, the enclosed Construction Terms and Conditions document, City of Naples and State of Florida codes and any other requirements of the Board of Directors that may pertain to this particular project. We have been given the document “Application Procedure for Remodeling” and will follow these guidelines.

We understand that this application must provide sufficient information (design drawings and material specifications) to allow the Association Engineer, Building & Architectural Review Committee and the Admiralty Point Board of Directors to assess the intended work and its affect on common areas and other units.

Signature(s) below confirm that the Unit Owner and Contractor agree to indemnify and hold the Association harmless for any damage to property or persons arising out of the work and/or any causes of action that arise from it.

Inspections or approvals by the Association do not alter, diminish or eliminate the total responsibility and obligations of the Owner and the Contractor for the work and any damages or liabilities arising from it.

Unit Owner \_\_\_\_\_ Date \_\_\_\_\_

Unit Owner \_\_\_\_\_ Date \_\_\_\_\_

Remodeling Construction Company Name(s): \_\_\_\_\_  
License Number of Contractor \_\_\_\_\_

Signature of Contractor

\_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Admiralty Point Association Action**

\_\_\_\_\_ This application has been approved by the Admiralty Point Association Board of Directors at its \_\_\_\_\_ meeting. Permit # \_\_\_\_\_ has been issued.

\_\_\_\_\_ This application has been conditionally approved, subject to the following information being provided immediately for further review and acceptance by the Building & Architectural Review Committee: \_\_\_\_\_

Signature of BAC Member

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**This application has been denied for the following reasons:**

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## **Terms and Conditions for Remodeling**

### **I. Construction Requirements**

1. All work shall be performed in a professional and workmanlike manner and in strict accordance with this document, all current City of Naples and State of Florida codes, the approved design specifications of manufacturers and any additional requirement of the Admiralty Point Condominium Association for particular projects.
2. The Admiralty Point Building & Architectural Review Committee or Board of Directors may prescribe work schedules, types of construction equipment or other protections for the Association and other units.
3. The Unit Owner (or his Contractor) shall obtain all required City of Naples building permits and submit a copy of each permit to the Manager prior to the commencement of any work. A copy of contractor's license, as well as the licenses of any and all subcontractors, shall also be submitted.
4. The Owner and Contractor confirm their knowledge that neither residence building is post tensioned and that all due diligence measures to verify that all penetrating connectors and fasteners do not interfere with reinforcing steel, piping, conduit or other service items embedded in concrete elements of the building structure. Location of each concrete fastener penetrating more than 3/4" into the floor shall first be verified by the drilling of a 1/8" diameter pilot hole. Any obstruction encountered will require relocation of the fastener or connector.
5. There will be no new modifications, intrusions or channeling of the common elements without the written approval of the Building Committee, its structural engineer and fire protection consultant, and the Board of Directors. Also, any penetrations or an intrusion to adjacent units needs the prior approval of the adjacent owner.
6. There will be no modifications or intrusions of the fire regulated walls between units.
7. Common elements should be protected at ALL times during construction. Floor protection must be placed each day and removed at the end of the day. Floor protection should be secured wall to wall and at minimum be heavy poly plastic sheeting. Dumpster Locations: West building dumpster should be placed along the

north property line in the parking spaces. East Building dumpsters should be placed in the North West corner of the parking lot.

Before any changes in the approved design or materials are permitted, proposed changes must be submitted to the Building & Architectural Review Committee. Any work or materials not approved by the Committee and the Board of Directors will be removed at the Owner's expense.

## II. Insurance Requirements

1. No work shall commence until the Contractor and/or Sub-Contractors have provided in writing the following insurance certificates with the minimum limits indicated. Such written documents shall be signed and endorsed by the insurance agent responsible for maintaining the applicable coverage and submitted to the AP Manager.

### CONTRACTORS INVOLVED IN STRUCTURAL REPAIRS

<u>TYPE OF COVERAGE REQUIREMENTS</u>	<u>MINIMUM LIMIT</u>
Public Liability Insurance (including completed operations)	\$1,000,000
Property	amount of improvement
Workers Compensation Insurance	\$ 500,000/\$ 500,000/\$ 500,000
Automobile Liability	\$ 500,000

### CONTRACTORS INVOLVED IN NON-STRUCTURAL REPAIRS

<u>TYPE OF COVERAGE REQUIREMENTS</u>	<u>MINIMUM LIMIT</u>
Public Liability Insurance (including completed operations)	\$ 300,000
Property	amount of improvement
Workers Compensation Insurance	\$ 100,000/\$ 500,000/\$ 500,000
Automobile Liability	\$ 300,000

Notwithstanding the above minimum amounts, no insurance coverage shall be less than the minimum required by Florida law.

2. Each required insurance policy shall **NAME THE ADMIRALTY POINT ASSOCIATION AS AN ADDITIONAL INSURED** for the duration of the project and associated construction activity. The additional insured documentation shall

include a clause requiring a minimum of ten (10) days notice be provided to the Association before termination or modification of such policy.

### **III. Liens**

The Building & Architectural Review Committee recommends that Owners record a Notice of Commencement and obtain copies of final release or satisfaction of liens before making final payment to contractors and to otherwise comply with the construction lien laws of Florida in consultation with the Owner's counsel.

### **IV. Inspections**

The Association shall maintain the right, but not the obligation, to inspect work in progress and after completion. However, Association inspections do not relieve the Owner and Contractor from their exclusive responsibility to assure that the work is done in conformity with approved plans and specifications, Admiralty Point requirements and current City of Naples and State of Florida codes. **Inspection fees are the responsibility of the owner.**

### **VI. Property Protection and Security**

All construction traffic is to use only the **SERVICE ELEVATOR** in each entry of the West Building or the designated **SERVICE ELEVATOR** in the East Building. Upon arrival on Admiralty Point property each Contractor is to inform the Guard at the gatehouse of their use of the elevator and any need for application of pads for protection of the service elevator. All elevators must be padded prior to use by contractors. **Absolutely no material is to extend beyond the elevator cab ceiling. If this is necessary, prior arrangements must be made to operate the elevator and the additional cost paid for by the owner.** Violation of this provision is grounds for removal from the property and denial of contractor site access by the Guard.

For major remodeling, every effort must be made to remove demolition debris via an exterior chute. All landscape plantings, including trees, must be protected when an exterior chute is installed. If this is physically impossible, a special container should be used which fits into the **SERVICE ELEVATOR. All common area floors should be protected with, at minimum, a 4 foot continuous wide sheet of masonite, thermo sheath or similar material. Alternatives may be considered depending on the scope of work being performed.**

**NO PASSENGER ELEVATORS ARE TO BE USED AT ANY TIME BY CONTRACTORS.** Any damage to elevators must be immediately reported to the Manager or Guard at the Gatehouse.

All common area exterior doors are to remain closed and locked during any renovation project. Contractors needing access are to use the phone device to call the Gatehouse for entry each time they enter the building. Under no circumstance are the doors to be propped open or left unlocked. Violation of this provision is grounds for denial of access to Admiralty Point property at the Gatehouse. Unit entry doors should also remain closed

It is the expectation that all Contractors will advise their crews that Admiralty Point is a year round residence for many people. Every effort should be made to do their work in the least disruptive ways possible, even as the Association recognizes that all construction has accompanying noise.

*The Building & Architectural Review Committee and the Admiralty Point Board of Directors express their gratitude to all Owners and Contractors for their diligent cooperation.*

**Unit Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Unit Owner** \_\_\_\_\_ **Date** \_\_\_\_\_