

**COMPASS POINT SOUTH CONDOMINIUM ASSOCIATION**  
**RULES AND REGULATIONS FOR UNIT OWNERS, CONTRACTORS AND**  
**DECORATORS FOR**  
**REMODELING, ALTERATIONS AND IMPROVEMENTS**

- 1. Except as noted below, unit owners must obtain prior written approval for all work done in their unit by filling out the Application form provided by the Association for this purpose, and providing additional documentation as required. This requirement pertains to work that unit owners may do themselves, if they have the necessary skills, or to work that is done by a contractor, decorator, handyman or other hired person.**
  
- 2. In general, Association approval is NOT required for work done by unit owners and/or contractors that is considered to be a repair or maintenance project and/or is limited to work to “outside” the drywall. This means painting of walls, shelves, molding, hanging wall paper, hanging window coverings and rods, replacing interior doors and door knobs and changes of this type that do not require any structural modifications or Collier County permits. Prior approval of the Association will not be required for the above activities.**
  
- 3. Approval is required for wall cabinet replacement, replacement of floor coverings and installation of granite in bathrooms and/or kitchens, regardless whether the work is being done by the owner or by someone helping or hired by the owner.**

**APPLICATION FORM FOR REMODELING, ALTERATIONS AND IMPROVEMENTS**  
**COMPASS POINT SOUTH CONDOMINIUM ASSOCIATION**  
**Resort Management**

NAME OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS OF UNIT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_ PHONE # \_\_\_\_\_

\_\_\_\_\_ ADDRESS (Cont'd) \_\_\_\_\_ E-Mail \_\_\_\_\_

\_\_\_\_\_ ADDRESS (Cont'd) \_\_\_\_\_

INTENDED BEGINNING AND ENDING DATES: \_\_\_\_\_

**PLEASE INDICATE WHAT, IF ANY, PERMITS ARE REQUIRED FOR THE PROPOSED PROJECT.**

PLEASE PROVIDE PERMIT NUMBER(S) AND DATE, AS REQUIRED.

WHO WILL DO THE WORK: \_\_\_\_\_ (OWNER) \_\_\_\_\_ (OTHER)

IF OTHER, PLEASE PROVIDE THE FOLLOWING:

NAME OF CONTRACTOR/REMODELER/BUSINESS/HANDYMAN \_\_\_\_\_

COLLIER COUNTY LICENSE NUMBER OF THE ABOVE \_\_\_\_\_

ADDRESS OF CONTRACTOR/BUSINESS \_\_\_\_\_

\_\_\_\_\_ PHONE NUMBER OF \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

NAME AND PHONE NUMBER OF PERSON OVERSEEING THE COMPLETION OF THE JOB: \_\_\_\_\_

**DESCRIPTION OF PROPOSED PROJECT.**

FOR ALL PROJECTS (THOSE BEING DONE BY UNIT OWNERS AS WELL AS PROJECTS THAT WILL BE DONE BY CONTRACTORS, REMODLERS, DECORATORS OR HANDYMEN) PLEASE ATTACH A DETAILED STATEMENT THAT INCLUDES THE FOLLOWING:

- SCOPE OF WORK
- ROOM(S)/AREAS OF UNIT WHERE WORK IS TO BE DONE
- MATERIALS TO BE REPLACED/REMOVED
- MATERIALS TO BE INSTALLED (ATTACH COPY OF MANUFACTURER'S SPECS, AS NEEDED)

ALSO, FOR PROJECTS BEING DONE BY CONTRACTORS, REMODLERS, DECORATORS OR HANDYMEN) PLEASE ATTACH A DETAILED DESCRIPTION OF:

- STRUCTURAL, ELECTRICAL AND/OR PLMBING MODIFICATIONS ASSOCIATED WITH THE PROJECT.
- A COPY OF ANY ARCHITECTURAL/ENGINEERING PLANS AND SPECIFICATIONS
- A COPY OF CONTRACTORS' LICENSES • COPIES OF THE CONTRACTORS' CERTIFICATE OF INSURANCE OF GENERAL LIABILITY
- PROOF OF WORKERS COMPENSATION COVERAGE OF STATE OF FLORIDA-AUTHORIZED WAIVER.

**APPROVAL AND OWNER'S AGREEMENT**

THE COMPASS POINT SOUTH BOARD OF DIRECTORS APPROVES THE PROJECT (number \_\_\_\_\_) AS PROPOSED AND SUBMITTED BY \_\_\_\_\_ ON \_\_\_\_\_, SUBJECT TO THE FOLLOWING.

**THE OWNER AGREES TO THE FOLLOWING:**

1. Provide a copy of Contractors' licenses to the Management Company
2. Provide copies of contractors' Certificate of Insurance of General Liability to the Management Company
3. Provide a copy of proof of Contractors Workers Compensation coverage or authorized waiver.
4. All permits required by Collier County for the proposed project will be obtained.
5. Work to be done will be in compliance with Collier County Codes currently in effect.
6. Work, if being done by a contractor, will be done between the hours of 8:00 am and 5:00 pm, Monday through Friday. If work is being done by owner.
7. All construction debris will be removed from Compass Point property and disposed of in proper locations. No construction or remodeling debris, including, but not limited to, faucets, drywall, carpeting, toilets, bathtubs, flooring, furniture, appliances, cabinets, countertops, etc. will be hauled off site to the proper dumping facility.
8. If a trash bin needs to be on site for the duration of work, the approval of the Association Manager will be obtained; the unit owner will be responsible for the immediate repair of any damage caused to the parking area and/or other common areas by the bin or the debris or the work.
9. Drop-cloths or a vacuum collection system will be used as needed to protect common areas.
10. Elevators will not be propped or held open to move materials into and out of the work site AND proper padding will be used as needed.
11. Objects will not be placed in the hallways, decks and/or corridors unless approved by the Association Manager.
12. The Association's Management Company will be notified of any scheduled disruptions in electrical or water service, three days in advance. Owner will post signs in the buildings to be affected, indicating the date and hours of said disruption(s).
13. Clean-up of hallways, elevators and all common areas will be completed by 5:00 pm each workday.
14. Grout, paint, wall mud or any other material will not be poured down building sinks, toilets, bath tubs and/or outside drains.
15. The Association, or its agent, has the right to inspect the construction area to ensure compliance with the agreement and with the Rules and Regulations and governing documents of the Association; failure to comply shall constitute grounds for immediate termination of approval by the Association.
16. The unit owner agrees to indemnify, hold harmless and defend the Association for any claims whatsoever brought by other unit owners, their family members, guests, lessees or invitees as a result of the proposed project.
17. The unit owner agrees to notify the Association and the appropriate utility prior to commencing work if any construction will affect the water, sewer or other utility services or connections.
18. Contractors are not permitted to place objects in the hallways and corridors.
19. Workers are not permitted to operate radios, amplifiers, or other devices that broadcast music while on Association property.
20. The approval of the Association does not constitute any warranty by the Association under any circumstances.

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(ASSOCIATION APPROVAL & date) (OWNER'S AGREEMENT & date)