

The Boxwood at Baymeadows Condo Association, Inc.

Contractor and Construction Policy

As a matter of policy, your Board of Directors is conveying the following information regarding contractor work within units at The Boxwoods. The following information is based on the Declaration of Condominium and Chapter 718, Florida Statutes.

1. Unit Owner Responsibility: The individual Unit Owners are responsible to maintain, repair and replace the fixtures, equipment, and appliances located within the Unit at the Unit Owner's own expense. Per Section XIX of the Covenants and Restrictions for The Boxwood at Baymeadows Condominium Association, if the unit owner wishes to make any type of renovations or major repairs, the following must be adhered to:

Section XIX

- A. UNITS – unless the Unit Owner shall first submit plans for such work to the Board and the Board, by resolution unanimously adopted by the affirmative vote of all members thereof, shall approve and consent thereto, no alteration of or improvement or addition to a unit shall be made, constructed, erected or installed which shall:
 1. Remove, in whole or in part, replace, reroute or otherwise affect any column, bearing wall or partition, pipe, duct, wire or conduit or obstruct any easement herein provided for;
 2. Remove or change the style, pattern, material, texture or outside color of any door, window, screen, fixture, equipment or appliance in or on an exterior unit or building wall;
 3. Cover, from the inside or outside, the glass or other transparent and/or translucent material in any exterior door or window with, or apply or affix thereto, any material or substance which shall render the same opaque or change the exterior color thereof, except interior draperies, curtains, shades or shutters which are lined, backed, covered or painting on the side visible from the exterior with a white or cream colored material;
 4. Enclose in any fashion or install any flooring other than that which is approved by the Board on a balcony, patio, porch or terrace;
 5. Affix to or over any exterior door or window, or otherwise install on the exterior of any unit or building, any storm or hurricane shutter or awning or any protective or decorative panel, paneling, trim, enclosure, fixture or

appliance. Notwithstanding anything in this declaration to the contrary, the Board shall adopt hurricane shutter specifications for each building within the Condominium which shall include the color, style and other factors deemed relevant by the Board. All such specifications adopted shall comply with the applicable building code. The Board shall not refuse approval of the installation or replacement of hurricane shutters conforming to the specifications adopted by the Board. The installation, replacement and maintenance of such shutters in accordance with the procedures set for the herein shall not be deemed a material alteration to the Common Elements for purposes of this declaration; and

6. Otherwise change, modify or alter the exterior of any unit or building so that it thereby differs in appearance from any other units or buildings of the same type.

Therefore, the Board of Directors hereby institutes the following rules for construction work being done within units in addition to Section XIX of the Covenants

1. No work that creates noise after 8:30 pm or before 8:30 am or foot traffic within the foyers during the same time period will be allowed. This includes hammering, sawing or the use of any other noise making tool.
2. All owners will submit a copy of their contractor's Florida license and certificate of insurance to management prior to work commencement, regardless of the necessity of Board approval for the work being done.
3. Owners are responsible for obtaining all building permits prior to work commencement and inspections when the work is complete. The Association has the option of requiring an independent inspection either during construction or once work is completed.
4. Owners will notify management in writing before any remodeling project with the type of work being done, estimated start and completion date, contractor being used (or notice that the owner is doing the work), contractor license and certificate of insurance.
5. Dumpsters or containers for drywall, tile and packaging and all other construction debris must have all material fully contained within the container, not above the top or sides.
6. Dumpsters that are full are to be removed within 3 days.
7. Dumpsters can be parked in their units assigned spot if narrow enough to fit, providing that the vehicles that park in the adjacent spots have enough room for access to their vehicles.
8. Dumpsters cannot be left on the property for more than 60 days without the express written consent of the Board of Directors.
9. No construction trash or debris is to be placed in the Boxwood dumpsters.

10. No trucks or equipment are to be parked on the grass or in any numbered parking spot.
11. Contractor vehicles are to be parked on the side of buildings in unmarked parking spaces unless in the act of delivering materials.
12. Foyers and the exterior of the buildings must be cleaned to original condition after remodeling is complete. Owner will be responsible for carpet cleaning or paint touch-up in the foyers within one week after construction is complete.
13. All contractors, workers and owners will extend common courtesy to their neighbors at all times.
14. A warning letter as well as an oral message will be sent by management and must be adhered to immediately. If not, a demand letter will follow the next business day.

Fines may be levied by the management with Board approval and later ratified at the next Board meeting for the above infractions, which can be up to \$100 per day up to a maximum of \$1,000.

Disputes: In case of dispute, a written request with documentation, reasons and pictures, if possible, should be sent to the Association Manager. The Board will interpret the Construction Policy at the next Board meeting.

Elim Services, Inc.
1941 Mayport Road
Atlantic Beach, FL 32233
904-241-8886

Approved by The Board of Directors of The Boxwood at Baymeadows Condominium Association, Inc. this _____ day of _____, 2020.

Board President