



**REQUEST FOR ARCHITECTURAL REVIEW COMMITTEE (ARC) APPROVAL**

Email to:  
mcros@accessdifference.com

PROPERTY INFORMATION	
OWNER(S) NAME:	UNIT #
E-MAIL:	CONTACT PHONE:

BUILDER OR CONTRACTOR INFORMATION	
COMPANY AND/OR CONTRACTOR NAME:	COMPANY ADDRESS:
BUSINESS PHONE:	CONTACT PERSON:
<b>BUSINESS LICENSE #</b> Please submit copy with application	<b>CERTIFICATE OF INSURANCE; Please submit with application</b> <b>Naming both THE HOMEOWNER <u>AND</u> THE MARINA BAY CLUB</b> <b>CONDOMINIUM ASSOCIATION as additional insured.</b>

REQUESTING APPROVAL OF:	
___ ADDITION(S) OR MODIFICATIONS	PLEASE EXPLAIN:
___ FLOORING REQUIREMENTS FOR TILE, VINYL OR WOOD <b>MUST MEET UNDERLAYMENT REQUIREMENT OF 70 IIC</b> <b>(Sound absorption rating)</b> <b>(2nd floor units do not need underlayment)</b>	UNDERLAYMENT BEING USED:
___ CHANGES TO EXTERIOR MATERIALS AND/OR COLORS	MUST INCLUDE COLOR AND/OR STYLE IF APPLICABLE:
___ OTHER MODIFICATIONS OR ADDITIONS	PLEASE EXPLAIN:
___ INSTALL STORM SHUTTERS	Submit Color and Style
EXPECTED START DATE:	EXPECTED COMPLETION DATE:
PERMIT REQUIRED? ___ YES ___ NO	

**Underlayment must be inspected by the Property Manager or a Board Member before flooring can be laid.**

**Inspected by \_\_\_\_\_ Date \_\_\_\_\_**



**Approval is requested to make the alterations/modifications to the unit as described above on this Architectural Review Request. (Unit owner to initial each statement)**

\_\_\_\_\_ In requesting approval, I acknowledge full responsibility for the actions and inactions of my hired contractor while on the premises.

\_\_\_\_\_ Approval of this request does not constitute a representation or warranty of the quality of the work performed and that I am solely responsible for determining that the contractor's performance is satisfactory.

\_\_\_\_\_ Approval of this request does not in any way constitute an endorsement of the contractor (or sub-contractors) by the Board of Directors, their committees, or Agents.

\_\_\_\_\_ The purpose of any inspection by the property manager or the Board of Directors is only to determine if appropriate flooring underlayment is used as required, and the premises and common areas are left in good condition.

\_\_\_\_\_ That I have read and understand the Association's "Contractor Guidelines" and have provided a copy to my contractor.

**Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**BOARD APPROVAL/DENIAL: APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_

**Reason if denied** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Board or Manager's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# Contractor Guidelines

## **APPROVAL OF MODIFICATIONS TO UNITS (ARC REVIEW)**

All unit Alterations/Additions and/or Modifications other than cosmetic or decorative, must receive prior written approval from the Board of Directors. There is a form available at [www.marinabayclubnaples.com](http://www.marinabayclubnaples.com) for this purpose. Contractors should not begin any work prior to being notified of this approval.

## **HOURS/DAYS:**

Contractors working in the building are limited to the hours of 8:00 A.M. to 4:00 P.M., Monday through Friday from April 1st through December 15<sup>th</sup>, except on federal holidays. Work is not permitted at any other time, **including** Saturdays and Sundays.

## **PARKING:**

There is no contractor parking allowed in the front of the building. Contractors may park in the Marina Bay Club lot adjacent to the Island Marina Office, or in the undesignated spaces in the back of the building. Workers may park **temporarily** (less than 15 minutes) in front of the building, **outside** the Porte Cochere to unload their materials and equipment.

Vehicles and Trailers should not be parked horizontally across multiple parking spots. Contractors should detach construction trailers from the towing vehicles, with each put in a separate parking space.

**DON'T:** Incorrect Parking



**DO:** Correct – Trailer Detached



## **ELEVATORS**

The walls and floor of the elevator must always be protected when materials or equipment are being transported to a unit. There are elevator pads and a floor covering (carpet) inside the stairwell door directly opposite the elevator. **It is the responsibility of the contractor and the unit owner to ensure that elevator pads and floor coverings are in place.**

Elevator doors should not be forced open once they begin closing, held open by force, blocked by equipment to hold open, etc. Call buttons should be pushed by hand only, no tools or other devices should be used to push a call button.

### **TRASH & CONSTRUCTION DEBRIS:**

All trash and construction debris shall be hauled off the property by the contractor daily, unless a dumpster specifically designated for the contractor's use is available on-site.

Dumpsters are allowed on the property only with prior arrangements with property management regarding placement. Dumpsters should be on property for no longer than 7-10 working days at a time, with removal on an as needed basis by the contractor. Dumpsters are not allowed to remain on property indefinitely until a project is deemed "complete". The Association retains the right to deny placement of a dumpster, or request that a dumpster be removed from the property due to space/parking constraints and/or general safety and aesthetic concerns.

The trash chutes and the condominium dumpsters are not to be used by contractors, nor is any trash to be left in units or hallways.

Grout, paint, wall mud or any other material must not be poured down building drains, sinks, toilets, or bathtubs.

### **WHILE ON-SITE:**

Permits, if required, must be visible and affixed to the outside of the unit door.

Marina Bay Club is a non-smoking community. There is no smoking allowed in the common areas of the building, or on the Marina Bay Club grounds. Smoking is allowed ONLY in the owner's unit, and only with the permission of the unit owner. There is no smoking allowed on building walkways, unit balconies or lanais.

All smoke alarms are to be left in place. They are to be properly protected during interior finish work, which generates heavy airborne particles such as sanding and painting.

Contractors are not allowed to use the carts owned by the condominium for transport of materials to a unit.

Work Preparations (mixing of paints, mud, grout, etc.) are not allowed in the main lobby, the elevator lobbies, or on the walkways outside a unit.

The property manager will direct where equipment may be set up if required. As Marina Bay Club does not have a full-time on-site property manager, or the property manager may be absent from the community on any given day, ***special equipment set-up requirements must be addressed in advance of the start of work.***

Breaks and lunches, if taken ***inside*** the building and must be confined to the owner's unit.

No radios should be played at a volume that will disturb the peaceful enjoyment of any other unit owners.

Workers are not to wander around areas of the building or grounds other than the specific area or unit to which they are assigned.

**RESPONSIBILITIES OF THE UNIT OWNER**

The Unit owner is responsible for the contractor’s actions and inactions while on the premises. Contractors and subcontractors are on the premises at their own risk and agree to indemnify and hold harmless to the Condominium Association for any liability or damages which might arise in connection with their activities on the premises.

The Association requires all hired Contractors to be fully licensed and insured. (License and insurance information is required on the ARC form). The unit owner is financially responsible for any resulting damage to person(s) or property not paid for by the contractor’s insurance.

The Unit owner is responsible for coordinating special requirements of their contractor with the property manager, including but not limited to; placement of dumpsters, set-up of equipment outside the building (such as table saws, paint booths, etc.), access through the second gate for parking in MBC undesignated spots if required, and any other requests and/or requirements of the contractor that may potentially disturb the peaceful enjoyment of the owners, compromise the safety of owners, or impact the appropriate care and maintenance of all Marina Bay Club property.

**Received and Reviewed by Unit Owner:** \_\_\_\_\_  
**Unit:** \_\_\_\_\_

**Received by Contractor:** \_\_\_\_\_

**Provided to Contractor on** \_\_\_\_\_ **by:**  
(date)

- Homeowner
- Property Manager

These contractor guidelines can be accessed at any time at [www.marinabayclubnaples.com](http://www.marinabayclubnaples.com) under the “Documents” tab.