

**BEL MARE AT RIVIERA DUNES**  
**Contractor Policy And Code Of Conduct**

**Major remodeling and construction**

**The unit owner is fully financially responsible in accordance with the Declaration of Condominium for all modifications, installations and/or additions to their unit. Must obtain all board approvals if necessary.**

**1. Contractors:**

- A. The unit owner shall pre-register on the Bel Mare website E-form the contractor and all sub-contractors.
- B. They must be properly licensed.
- C. Must have a certificate of insurance. One million dollars all risk and workers' compensation coverage.
- D. Prior to commencing work, the Unit Owner advises the office of contractor's name.

**2. Hours of Operation:**

- A. Not before 8 AM and not after 5 PM, Monday through Friday and **prohibited** all day Saturday, Sunday and legal holidays.
- B. Material deliveries from 8 AM to 5 PM Monday through Friday. Vendors are required to use the service entrance.

**3. Conduct:**

- A. General contractors shall be responsible for all actions of subcontractors. Workers are expected to behave professionally.
- B. Loud or abusive language or actions will not be permitted.
- C. All contractor/vendor attire shall display a company logo.
- D. No loud music from radios.
- E. Breaks and lunches must be off site or in their work trucks.
- F. No smoking is permitted in any portion of the common elements including parking areas
- G. Contractors will not use Bel Mare grocery or valet carts.
- H. Contractors will not cut wood, tile, pipe, doors etc. on lanais or inside Condominiums.
- I. Do not tamper with or hang extension cords from any of the sprinkler heads.
- J. Unit smoke alarms are to be left in place. They are to be properly protected during the interior finish work.
- K. Workers are not to wander around in areas other than the specific area or Unit they are assigned to.
- L. Contractors must wear booties when entering a unit or any interior carpeted rooms on the amenity level.
- M. Contractor can bring only bottled and capped water into a unit for a beverage.
- N. Contractor vehicles are not allowed in the garage for any reason.

**4. Codes and Permits**

- A. Contractors shall perform all work in accordance with national, regional and local codes.
- B. A copy of the building permit must be posted in the window of the unit.

**5. Safety**

- A. All equipment, tools, furniture, carpeting, flooring, etc. is to be placed in the unit being serviced. .
- B. Power tools such as saw, air tools, etc. must be set up in a specific area designated by Bel Mare's Maintenance.
- C. If a welding or cutting torch is required the contractors must notify the Bel Mare Office before proceeding.

(OVER)

# BEL MARE AT RIVIERA DUNES

## Contractor Policy And Code Of Conduct

### 6. Cleanliness

- A. Contractors shall ensure that the construction site and adjoining areas including common areas and access ways are clean of debris and rubbish the end of each work day. All debris and rubbish must be removed from The Bel Mare property at the end of each work day. Contractors will provide “walk-off mats” at each entrance to the work area and service hallways. These mats should be frequently cleaned and/or replaced to maintain their effectiveness.
  
- B. Final clean up should include removal of any dust, debris or fragments on floors, walls, windows, doors and screens.

### 7. Damage

- A. The owner is responsible for assuring contractors repair all damages caused by themselves or sub-contractors.

### 8. Protection

- A. Surrounding areas that are affected by construction, including balconies, stairs, walkways and vegetation are to be protected from damage. All floors that are used by the contractors must be protected.

### 9. Construction Requirements

- A. Sound deadening underlayment (field impact isolation class 55) must be used under tile and wood floors.
- B. Nothing shall be hung or displayed on the exterior walls.
- C. Jackhammers may not be used.
- D. **In no case will holes be drilled into ceiling or floors of more than 3/4**

**Inch deep and no more than 3/8 inch diameter. “Proceed with caution and at your own risk”.**

### 10. Dumpsters

- A. Dumpsters must be provided by the owner or contractor for removal of construction debris.
- B. Contractors are responsible for scheduling pick-up and delivery of their construction dumpster...
- C. Grout, paint, wall mud or any other building materials/construction products/etc. shall be disposed of in the approved construction dumpster.

### 11. Parking

- A. All vendor vehicles must be parked in the area designated by the gatehouse

### 12. Non-Compliance

- A. Activities will be monitored during the day. Noncompliance with these regulations may result immediate dismissal any expenses incurred by the Bel Mare Condominium Association in cleaning the buildings or work area or repairing damage resulting from the contractor or his employees, and/or sub-contractors will be billed to the unit **OWNER**.

**By signing below I agree that I have reviewed and agree to abide by the Bel Mare Contractor Policy and Code of Conduct.**

Building # \_\_\_\_\_

Unit # \_\_\_\_\_

Owner/Resident Signature: \_\_\_\_\_ Date \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date \_\_\_\_\_

**BEL MARE AT RIVIERA DUNES**  
**Contractor Policy And Code Of Conduct**

**Minor remodeling, construction, repair and maintenance**

**The unit owner is fully financially responsible in accordance with the Declaration of Condominium for all modifications, installations and/or additions to their unit. Must obtain all board approvals if necessary.**

**1. Contractors:**

- A. They must be properly licensed.
- B. Must have a certificate of insurance **and workers' compensation.**

**2. Hours of Operation:**

- A. Not before 8 AM and not after 5 PM, Monday through Friday and **prohibited** all day Saturday, Sunday and legal holidays.

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- C. All contractor/vendor attire shall display a company logo.
- D. No loud music from radios.
- E. Breaks and lunches must be off site or in their work trucks.
- F. No smoking is permitted in any portion of the common elements including parking areas
- G. Contractors will not use Bel Mare grocery or valet carts.
- H. Contractors will not cut wood, tile, pipe, doors etc. on lanais or inside Condominiums.
- I. Do not tamper with or hang extension cords from any of the sprinkler heads.
- J. Unit smoke alarms are to be left in place. They are to be properly protected during the interior finish work.
- K. Workers are not to wander around in areas other than the specific area or Unit they are assigned to.
- L. Contractors must wear booties when entering a unit or any interior carpeted rooms on the amenity level.
- M. Contractor can bring only bottled and capped water into a unit for a beverage.
- N. Contractor vehicles are not allowed in the garage for any reason.

**4. Codes and Permits**

- A. Contractors shall perform all work in accordance with national, regional and local codes.

**5. Safety**

- A. All equipment, tools, furniture, carpeting, flooring, etc. is to be placed in the unit being serviced. .
- B. Power tools such as saw, air tools, etc. must be set up in a specific area designated by Bel Mare's Maintenance.
- C. If a welding or cutting torch is required the contractors must notify the Bel Mare Office before using.

**6. Cleanliness**

- A. Contractors shall ensure that the construction site and adjoining areas including common areas and access ways are clean of debris and rubbish the end of each work day. All debris and rubbish must be removed from The Bel Mare property at the end of each work day. Contractors will provide "walk-off mats" at each entrance to the work area and service hallways... These mats should be frequently cleaned and/or replaced to maintain their effectiveness. (OVER)

**BEL MARE AT RIVIERA DUNES**  
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- B. Final clean up should include removal of any dust, debris or fragments on floors, walls, windows, doors and screens.

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- B. Nothing shall be hung or displayed on the exterior walls.
- C. Jackhammers may not be used.
- D. In no case will holes be drilled into ceiling or floors of more than 3/4 Inch deep and no more than 3/8 inch diameter. "Proceed with caution and at your own risk".**
- E. Grout, paint, wall mud or any other building materials/construction products/etc. shall be removed from the premises by the contractor.

**10. Parking**

- A. All vendor vehicles must be parked in the area designated by the gatehouse

**11. Non-Compliance**

**A.** Activities will be monitored during the day. Noncompliance with these regulations may result immediate dismissal any expenses incurred by the Bel Mare Condominium Association in cleaning the buildings or work area or repairing damage resulting from the contractor or his employees, and/or sub-contractors will be billed to the unit **owner**.

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Unit # \_\_\_\_\_

Owner/Resident Signature: \_\_\_\_\_ Date \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date \_\_\_\_\_