

# UNIT WORK REQUEST FORM

Request for BOD Approval for Owner Renovations \*  
Palm Beach Shores Apartments, Inc. (561)844-4040  
[ifiedler@grsmgt.com](mailto:ifiedler@grsmgt.com)

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STEP 1: Complete Top Portion and Submit for Initial Project/Contractor Acceptance

UNIT#: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

SCOPE OF WORK: (Attach plans, drawings, etc. if needed)

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Contractor Details:

NAME: \_\_\_\_\_ Tel. \_\_\_\_\_ Email: \_\_\_\_\_

ACCEPTED: \_\_\_\_\_ REJECTED: (reason): \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: (BOD) \_\_\_\_\_

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STEP 2: Submit the Following Items for Final BOD Approval

The following are needed for project approval and must be provided to the property manager. Please note that final approval is specific to the scope of work and the contractor(s) specified. Any changes or additions will require additional review and approval.

C] Proof of Contractor's License

Proof of Contractor's Liability Insurance

Workers compensation Insurance Certificate

Contractor's and Repairmen's Acknowledgement and Indemnification

C] Building Permit (if applicable) N/A

BOD APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Section XIV of House Rules contains details

## Contractor and Repairmen Acknowledgement and Indemnification

Whereas, the Association will permit the undersigned to engage contractors and/or repairmen (including all those working by, through, or under them, the "Personnel") to perform work within the undersigned's unit subject to the terms and conditions set forth hereinafter. The contractor must submit a current certificate of insurance for general liability insurance with limits of at least \$1,000,000.00 per occurrence and name the Association as additional named insured; a current certificate of applicable Worker's Compensation Insurance will be required; a copy of applicable licenses and required permits.

Now, therefore, in consideration for being permitted the benefit of allowing the Personnel to perform work within the undersigned's Unit and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned specifically agree to the following:

1. The above recitals are true and correct and are incorporated herein by reference.
2. The undersigned acknowledges that the work performed by such Personnel within their unit shall be at the undersigned's sole risk and the Association and/or unit owner shall not have any responsibilities or liability for the work performed by such Personnel.
3. The undersigned jointly and severally hereby release, indemnify and hold harmless the Association and/or the unit owner from and against all claims, damages, losses and expenses including attorney's fees, at both the trial and appellate level, arising out of or resulting from the contractor or repairman's entry on to Association's and unit owner's property for work performed by, through, or under them. This indemnification shall extend to all claims and damages, including consequential damages, losses and expenses attributable to bodily injury, death, and to damages, theft or injury to and destruction of real or personal property including loss of use resulting therefore arising out of or resulting from the work performed by the contractor or repairman into the unit.

We have read this Release and understand and agree to all of its terms. We execute it voluntarily and with full knowledge of its significance.

Contractor/Repairman signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor/Repairman printed name: \_\_\_\_\_

Title: \_\_\_\_\_

### INFORMATION FOR CONTRACTORS

Palm Beach Shores Apartments

33 Ocean Ave, Palm Beach Shores, FL 33404 (561) 844-4040

[ifiedler@grsmgt.com](mailto:ifiedler@grsmgt.com)

Please email, mail or hand deliver all documents to PBSA before doing any work in the building. Insurance must be sent directly from the insurance company. Certificates from vendors will not be accepted. All contractors and workers must have valid IDs. additions will require additional review and approval.

Proof of Contractor's License

Proof of Contractor's Liability Insurance - Please be advised that the Liability Insurance must be current and insurance must name Palm Beach Shores Apartments, Inc. 33 Ocean Ave Palm Beach Shores, FL 33404 and the resident (including name and unit number) as additional insured.

Workers compensation Insurance Certificate -

Contractor's and Repairmen's Acknowledgement and Indemnification

Building Permit (if applicable)      N/A

Please direct any questions to our manager, Irene Fiedler.

## INFORMATION FOR CONTRACTORS

As written in House Rules for Palm Beach Shores Apartments

### XIV. EXTERIOR APPEARANCES / RENOVATIONS EXTERIOR

#### APPEARANCES

- a. Installation of shutters, doors, screen doors, central air, lights, or anything that may change the outward appearance of the building, walks, etc., requires prior approval of the Board of Directors.
- b. Major Interior alterations require prior approval of the board of Directors...namely, the moving of walls and installation of hard floorcoverings. Walls replaced between two units must be as originally constructed with cinderblock. All workers must conform to Florida laws (see attached Section 105 Permits). Workers must be licensed and perform their duties within code and the final job must pass inspection.
- c. Exterior walls, doors, ceilings, railings or balconies shall not be painted any color other than existing throughout the building. As it has become difficult to purchase aluminum colored replacement entrance doors and windows, white doors and windows may be installed, but no other colors are permissible. The style of windows and doors must conform to BOD approved specs and have written guarantee of impact resistance by company doing the installation.
- d. No signs are to be displayed anywhere on an owner's apartment including windows, doors, balconies, cars or trucks.
- e. Balcony tile is not to be replaced. Balcony may only be painted using the light-colored paint that is Board approved so all balcony/patios are uniform.
- f. Anything other than a central AC unit, patio furniture or plants on a balcony or patio must have Board approval.

#### PROCEDURES FOR OWNER RENOVATIONS

- a. Owner to send letter to the Board of Directors notifying them about the work being done, contractor name with phone number, start date and estimated date of completion.

- b. In consideration of other Owners, no renovations are to be done during the season when most Owners are present. All major renovations are to be scheduled to start only after May 15 with completion by October 30 at the latest. This date limitation does not include necessary emergency repairs. The rules will be enforced and fines will be levied.
- c. Contractor and owners are responsible to obtain the proper permits and insurance from the Town of Palm Beach Shores. The following must be provided to the BOD:
  - 1. Copies of the Contractor's License for this jurisdiction.
  - 2. Copy of Liability Insurance -Minimum \$1 naming Palm Beach Shores Apartments and the owner as additional insured on their policy.
  - 3. Workmen's Compensation Insurance Certificate must also be provided. No CE -200 or any other workmen's compensation exemption certificates are acceptable.
- d. All contractors and related workers must load and unload in the North driveway and use the door nearest the elevator when entering and leaving the building. The grocery carts in the lobby are only for the use of owners and may not be used by contractors to haul their tools and equipment to their renovation location.
- e. ALL contractors and workers must park in visitor spaces in South parking lot or in assigned spaces as provided by the Property Manager.
- f. ALL contractors and workers must sign in every day identifying themselves, their employer, their vehicle and the apartment number where they are working.
- g. NO work is to be done before 8 a.m. or after 6 p.m. Monday thru Saturday \*
- h. NO WORK IS TO BE DONE ON SUNDAY\*
- i. NO WORK IS TO BE DONE IN THE COMMON WALKWAY AREAS. Any sawing, etc. is to be inside the apartment or on ground level near trash room.
- j. Contractor is to dispose of all debris off-site and to clean walkways, elevator and any other affected areas of the building at the END OF EACH WORK DAY. It is the responsibility of the contractor or his workers to ensure that blankets are hung in the elevator when hauling big equipment or furniture.
- k. Paper runners are to be put down and maintained in areas where damage might be done, i.e., elevator and elevator lobby floors. Elevator blankets are to be removed at the end of each work day and under no circumstances shall they be left hanging over the weekend.
- I. In the event a contractor requires a dumpster, such dumpster shall be located in the South parking lot and the contractor must provide his own means of transporting the debris from the renovation site to the dumpster. Said dumpster shall be rented in the name of the Owner, and a \$1000 security deposit is required in the event damage is done to the property or if the dumpster is not removed in a timely manner. The dumpster must be covered during windy periods and removed, or emptied when it is full, and only replaced if demolition is in complete. The dumpster size shall be in relationship to the amount of debris to be taken away. NO DEBRIS from other construction sites may be deposited at this location.
- m. Contractor to contact the Property Manager with any questions.
- n. When scaffolding is needed, it must be included in the original application and have board approval.
- o. Guideline for Installation of Central Air Conditioning I-Jn its

1. After Board of Directors approval, air conditioning units may be installed on the owner's patio as close to the patio door as possible. First floor owners can install their AC unit in the garden on a solid base next to their patios.
2. Owners will connect to the preexisting condensation/drain line and maintain their drain line from their unit to the preexisting condensate connection. Only one condensate line per unit.
3. All AC lines (high-and low-pressure lines) will be run inside the apartment unit; no lines may run on the outside of the building.
4. Before replacement of an existing AC system, the owner must fill out PBS Apts. "Unit Work Request Form" Upon replacement of the existing AC unit, the owner must have the contractor remove and discard the old AC unit and all associated materials. The apartment owner is responsible for ensuring that the contractor closes all penetrations in the exterior of the building wall.
5. Before installation of a new AC system, the owner must fill out PBA Apts. "Unit Work Request Form". AC units must be placed on an aluminum stand that is at least 6 inches from the balcony floor. All mounting hardware is to be stainless steel or aluminum; steel or aggregate materials are not acceptable. Only one set of holes for each stand leg -typically 4- is permitted; it is important to carefully position these holes as there cannot be any re-drilling into the balconies. Once the stand is mounted there is no re-positioning allowed without BOD approval. Each mounting hole is to be filled with 100% silicone or 5200 caulk to prevent water intrusion.
6. Before moving pre-existing balcony AC units and approved aluminum stands, the owner must receive BOD approval and fill out PBS Apts. "Unit Work Request Form".

\* These items are also requirements of the Town of Palm Beach Shores.