



Penthouse Towers Association, Inc.  
**RENOVATION/REMODELING POLICY**

#### RATIONALE

As Penthouse Towers ages, there is a lot of interest in renovating and remodeling. As is standard in all condominiums, Penthouse Towers has a policy to insure the safety of the structure, it's owners and our property. This policy covers a variety of topics including noise control, construction debris and damage to building walls and elevators as a result of renovation/remodeling work.

#### POLICY COVERAGE

Renovations and remodeling regulated under this policy involve;

1. Conversion of two condominium units into a single unit by breaking through the common wall.
2. Any change to a structural wall that involves moving plumbing or electrical lines.
3. Installation of tile or other hard surface flooring in any area that did not originally have hard flooring.
4. Installation of tile on the balcony/patio.
5. Replacement of any windows or doors (including the patio sliding door).
6. Construction in kitchens and bathrooms.

#### RULES AND REGULATIONS

- I. Before any work may begin the unit owner must submit an application (available from the office, website or below) and receive Board authorization. All work must comply with Florida building code as well as Highland Beach building requirements. No Board authorization will be given until all paperwork has been completed and properly submitted.

Additional requirements for the specific categories of renovation/remodeling:

##### A. COMMON WALLS

1. Contractor(s) must provide the office a certificate of insurance indemnifying Penthouse Towers Association, Inc. and naming Penthouse Towers Association, Inc. as an additional insured.
2. Blueprints must be submitted to the office.
3. Highland Beach building permit must be submitted to the office. (Note the Highland Beach Building Department will require finished project approval.)

##### B. PLUMBING/ELECTRIC IN STRUCTURAL WALLS

1. Work must be completed by a licensed contractor.
2. Highland Beach building permit must be submitted to the office.

### C. HARD SURFACE FLOORING

1. Work must be completed by a licensed contractor.
2. Highland Beach building permit must be submitted to the office.
3. Approved underlayments are 1/4" cork, Whisper Mat or Proflex. Any other materials need to be submitted to the building's engineer for assessment (at the owner's expense).
4. The office must be notified when underlayment installation is complete, so photographs may be taken. The office must sign-off on the underlayment before the hard surface flooring may be installed.

### D. BALCONY/PATIO TILE

1. If the balcony/patio does not currently have tile, no tile may be added.
2. If the balcony/patio is currently tiled, it may not be removed.

### E. WINDOWS AND DOORS

1. Work must be completed by a licensed contractor.
2. Highland Beach building permit must be submitted to the office.
3. Only State approved hurricane windows and doors may be installed (louvered doors and windows are no longer allowed under Florida Hurricane Code).
4. New sliding balcony/patio doors must be 'slab to slab'. No wooden headers are permitted.
5. Contractor must use Sika Flex waterproofing around all openings. The office must approve waterproofing before the opening is closed.

### F. KITCHEN AND BATHROOMS

1. Work must be completed by a licensed contractor.
2. Highland Beach building permit must be submitted to the office.
3. All "sanitary T" pipes must be replaced with cast iron pipes.

- II. Owners are responsible for their contractors. Owners are required to know the 'Contractor Instructions' (below) and ensure their contractors comply.
- III. Owners must submit payment of \$75 with their application for renovation/remodeling to cover administrative costs.
- IV. A refundable deposit of \$2,500.00 is required before work may begin. This deposit will be held for the duration of the project and is refundable upon completion and inspection of the improvements, provided no damage has been done to the common elements and all policies have been followed.
- V. Contractors must submit a payment of \$400.00 per month of the project. This fee will offset the hanging of the elevator pads, inspection of the areas used by the contractor (elevators, elevator landings, garage, etc.). The fee is due before work may begin, and by the first day of any subsequent month.
- VI. Work hours are Monday to Friday (excluding holidays) from 8:00 am to 4:00 pm. Contractors will be fined \$500.00 per incident if work continues outside of approved work hours or the contractor uses the elevators after the pads have been removed.

Penthouse Towers Association, Inc.  
**APPLICATION FOR RENOVATION/REMODELING**

Unit Owner Name: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Owner Contact Phone Number: \_\_\_\_\_

Proposed Scope of Work:

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Proposed Contractor, Subcontractors, or Employees:

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Projected Start Date: \_\_\_\_\_

Projected Completion Date: \_\_\_\_\_

Describe any special techniques or procedures for implementation of the work:

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Describe any noise factors or factors affecting common elements (structurally or otherwise):

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I (we) represent that the foregoing information is true and factual:

Owner signature: \_\_\_\_\_

Owner signature: \_\_\_\_\_

Date: \_\_\_\_\_

AUTHORIZED: [ ]            DECLINED: [ ]

Board Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Penthouse Towers Association, Inc.

**CONTRACTOR INSTRUCTIONS**

1. Working and delivery hours are Monday through Friday 8:00 am to 4:00 pm. Construction is prohibited on weekends and holidays. Owners/Contractors will be fined for failure to abide by these hours.
2. Contractor must be licensed and insured to perform the work for which they are hired. Contractor must provide the office a certificate of insurance indemnifying Penthouse Towers Association, Inc. and naming Penthouse Towers Association, Inc. as an additional insured.
3. Contractor must provide the office a list of names and phone numbers for anyone (including sub-contractors) working in the building.
4. Contractor must remove waste materials daily and may not bring a dumpster on property. Contractor may not use the Association's dumpster. A fine of \$500.00 (per dumpster/per incident) will be assessed for not following this rule.
5. Contractor may not store materials on Association property, unless approved by the office.
6. Contractor must pay a deposit of \$2,500.00 before work may begin. The deposit will be returned if there is no damage to the common areas.
7. Contractors must submit a payment of \$400.00 per month of the project. This fee will offset the hanging of the elevator pads, inspection of the areas used by the contractor (elevators, elevator landings, garage, etc.). The fee is due before work may begin, and by the first day of any subsequent month.
8. Contractor must notify the office 24 hours before work is to begin. Contractor and owner must allow the office to inspect the work at any time.
9. Contractor must work in a clean and orderly fashion, leaving the elevators, elevator landings, hallways and public areas clean each day.
10. Contractor must use the padded elevators only.
11. Contractor and employee vehicles must be parked on the lower level garage (however, not in assigned parking spaces).
12. Fire monitoring devices may only be moved by the Association's approved contractor. Contact the office if a sprinkler head, annunciator (horn) or main smoke alarm needs to be moved. A 16-hour fire watch will be required for any sprinkler pipe or sprinkler head work. Contractor must contact the office for directions and scheduling of the fire watch. The fire watch is at the Contractor's expense.
13. No balcony/patio tile may be removed without prior office authorization. If the balcony/patio is not currently tiled, tile may not be installed.
14. Slabs must not be channeled.
15. Contractor must not clean tools or dispose of any construction materials/debris (drywall paste, grout, plaster, marble slurry, etc.) in the storm drains or laundry sinks.
16. Contractor must not use the Association's carts (luggage or grocery).
17. Contractor and employees must cooperate with the Building staff when requested. Any disputes must be brought to the attention of the office.
18. Contractor and employees must use restrooms in the unit or the breezeways.
19. Smoking is prohibited in any common areas.