



P.O. Box F-42468, Freeport Bahamas
(242) 373-2468 Fax (242) 373-5140
www.coralbeachcondos.com

May 29, 2017

RENOVATION GUIDELINES

A renovation permit/application form must be submitted to the front office and approved by the Board before any work is started in an apartment unit.

The work must be performed by a Board approved contractor. In order to be approved, the contractor must first submit to the front office:

- A copy of his license
- A copy of his Certificate of Good Standing with the Port Authority
- Proof of liability insurance
- A list of the contractor's employees who would be authorized to work in the building

If the contractor sub-contracts any of the work, he is responsible to ensure that the sub-contractors are fully licensed and insured and comply with all the guidelines.

The renovation application, depending on the degree and complexity, may take up to 30 days for approval. Usually it is approved immediately if the form is completed in its' entirety, the owner's account is current and the

contractor has been previously approved. No work shall commence without Board approval.

The owner must submit a floor plan or blue prints if major work is being done. The owner must comply with the current patio door installation (attached) if the doors are being replaced.

The application must be accompanied by a check in the amount of \$150.00, the permit must be signed by the owner and the contractor who is doing the work. If multiple contractors are being used, they should be listed on the form.

It is the owner's responsibility to ensure that the Contractor complies with the rules and regulations of Coral Beach. It is recommended that the owner withhold 10%-15% from their final payment until such time as the Board confirms that the contractor was not in violation of any of the renovation guidelines and there are no fines to be levied on the owner. The Board requests pictures be submitted before and after the work is done, prior to walls being closed up to ensure all work was done as per specifications below.

The contractor and his employees must sign in daily at the security desk and obtain an identification badge. This includes sub-contractors. The contractor must ensure that his employees are not loitering in the hallways or other common areas.

It is the responsibility of the owner to arrange for debris and construction materials to be removed from the premises. Dumping of debris, old appliances, furniture etc. in the garbage containers is against the rules of Coral Beach and the owner will be issued a fine if in breach. The owner must identify on the application how the construction (and any old

appliances etc.) will be disposed of.

The contractor(s) must keep the hall/common areas clean while they are working and no material should be left in the hallways overnight. A “drop sheet” should be placed outside the unit door to minimize dust and debris into the hallways. Cutting of any materials such as tiles, sheet rock, plywood in the common areas is strictly prohibited. In the event that the contractor fails to protect and clean the halls, stairways, elevators and common areas the unit owner will be charged for the cleaning as arranged by Coral Beach. Coral Beach carts or any other equipment cannot be used by the contractor. No debris or material is to be stored in the basement of Coral Beach unless prior written Board approval has been received.

Elevators are NOT to be used by any contractor to carry up construction material and equipment.

In the event of any breach of the above conditions the penalty/fine to the owner will be \$200.00 daily for ongoing infractions and/or additional costs will be applied as deemed appropriate by the Board of Directors.

PROHIBITIVE WORK The **drilling of holes** or trenching on concrete walls, floors, ceilings, is not permitted.

Tiles are permitted in bathroom and balconies. It is preferred that carpet, light weight laminates or vinyl is to be used in bedrooms, living rooms, closets, kitchens and hallways.

When resurfacing the **balcony area**, outdoor carpeting is prohibited. Tiles are the only acceptable material, properly sloped away from the building.

Carpeting on terraces or gluing down materials to the **terrace roof** membrane is prohibited. Furniture and outdoor items must be removed

from the common area terraces when the owner is not present or staying in their unit.

The **exterior of the building** cannot be altered in any way.

Hot water tank installation must have a shut off valve (ball valve lever type) and the pressure relief valve must be piped to the dedicated drain. Failure to do so may result in issues with insurance coverage and make the owner liable. Hot water tanks cannot be relocated or moved from the current position inside the unit. Hot water tanks that are over 10 years old (based on date or serial number on the tank) must be changed. A dedicated breaker box/switch must be installed next to the tank.

Plumbing fixtures: Every plumbing fixture must be supplied with its own valve (1/4" turn ball valve type). An access panel must be installed behind the tub or shower as an access point to the valves or drain when required. Every speedway (water supply to fixture) must be the braided type or chrome, NOT PLASTIC. When installing water to a fridge, the 1/4" water supply tubing must be copper or braided type – NOT PLASTIC, with its own accessible 1/4" ball valve. When installing a dishwasher, the 3/8" water supply tubing must be copper or braided type-NOT PLASTIC with its own accessible 3/8" ball valve. Washing machine supply valves must be the 1/4" ball valve type.

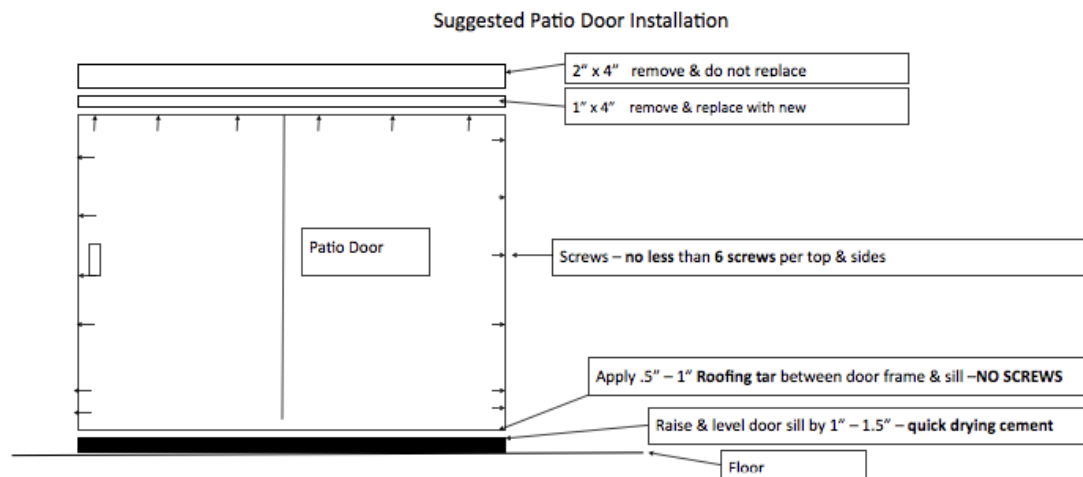
Drains: A minimum 1 1/2" Y with cleanout plug must be installed under the kitchen sink for drain cleaning purposes. P-Traps for kitchens and lavatories must be adjustable. P-Traps for showers, tubs and washing machines must be the glue type, NOT ADJUSTABLE. When installing a shower, a membrane must be installed prior to tiling, connected onto the appropriate type of shower drain.

Electrical: It is recommended that when a unit is being fully renovated and the walls are down and electrical wires are accessible, that they be changed. Should the fuse panel be relocated or updated, this change must be included in the renovation plan submitted. Written inspection by a secondary certified electrician of new fuse panel is to be submitted to the front desk prior to closing of all walls.

Air Conditioner drains must be connected to a dedicated pipe. Air conditioners should be cleaned and checked annually to avoid liability.

Sliding/patio doors must be raised when installed and the door installation guidelines must be followed.

PATIO DOOR INSTALLATION GUIDELINES



It is the Owners responsibility to hire a qualified contractor. The owner, at his discretion may hire an engineer for further installation advice.

The key steps for this method of installation are:

1. Remove the 2x4 from top of door and do not replace, this allows the door to be raised by upto 1.5" for balcony tile installation or prevent water entry.
2. Replace the 1"x4" on top of door with new.



RENOVATION APPLICATION FORM

May 29, 2017

Application approval may take up to 30 days. The owners' Maintenance fee account must be current and a check in the amount of \$150.00 to be attached to this application for approval consideration.

Application Date: _____

Name of Owner: _____ **Unit#** _____

Expected renovation start date: _____

Expected renovation completion date: _____

General Contractor's Name: _____

Sub Trades: All sub trades must be listed: (Plumber, Electrician, HVAC, Tile Installer, etc.)

Description of Work: Provide description of work and attach a sketch or blue prints for all proposed relocation of walls, cabinets, showers,

plumbing, electrical etc. Attach additional sheet(s) if necessary.

Identify how the **CONSTRUCTION DEBRIS**, will be disposed of by the contractor (example: contractor's truck, garbage disposal bin, picked up by another contractor etc.)

In the event that the approved contractor does not keep the common areas clean and/or damages as a result of renovation, the **OWNER** will be fined \$200.00 per day cleaning fee and/or charged for damages to the property.

OWNER SIGNATURE: _____

CONTRACTOR SIGNATURE: _____

(I agree to follow the rules, regulations and guidelines set forth during the renovation)

OFFICE USE:

ACCOUNT CURRENT: (Y/N) _____

\$150.00 admin fee attached: (Y/N) _____

BOD AUTHORIZATION AND DATE:

OFFICE SIGNATURE AND DATE:
