

SCHEDULE A TO THE VENETIAN BAY CONDOMINIUM ASSOCIATION BY-LAWS

REMODELING RULES AND REGULATIONS

The following, extracted from the full Schedule A document, describes the remodeling process for Venetian Bay owners. In the event of conflict, the published Schedule A takes precedence.

34) Remodeling of Units

Unit Owners are free to remodel their units subject to limitations below and provided Common Elements and structural elements are not affected and precautions are taken to mitigate construction disturbances to other residents caused by noise or vibration.

- a. **Definition of Structural, Common Elements, Limited Common Elements and Unit:** The following definitions are in no way intended to conflict with the definitions of Chapter 718, Florida Statutes, or the Declaration of Condominium, Articles of Incorporation and By-laws.
 - i. **Structural Elements:** Load bearing portions of the building such as the concrete columns, floor and ceiling slabs.
 - ii. **Common Elements:** Portions of the condominium property which are not included in the individual units, which includes the condominium property as well as easements through the individual units for conduit, ducts, plumbing, wiring, and other facilities for the furnishing of utility services to other units and the Common Elements as well as structural components for the support of the buildings.
 - iii. **Limited Common Elements:** Those Common Elements which are reserved for the use of a certain unit or units to the exclusion of all other Unit Owners which include, but are not limited to: balconies; garage spaces; and the plumbing, wiring conduit, and ducts which may lie outside the perimeter drywall but furnish utility services only to the individual unit, to the exclusion of all other units.
 - iv. **Unit:** Inside the unit perimeter walls, including exterior windows and doors, beginning from the paint of the perimeter walls and from the concrete slab ceiling to the concrete slab floor.
- b. **The remodeling types of work are separated into the following categories:**
 - i. **Minor Remodeling:** Remodeling which will not affect the Common or Limited Common Elements or disturb the peace of mind of the Residents. Notification to the BOD is not required except that the owner must make sure the contractor has a Florida business license, liability insurance, and worker's compensation insurance. This generally includes the following work:
 1. Interior painting, wall papering, replacement of water heaters, A/C units, sinks, counter-tops, dishwashers, clothes washers/dryers, stoves/ovens, microwaves, bathroom or kitchen fixtures, light fixtures, electrical outlets and switches, smoke detectors, ceiling fans, interior doors, crown molding, and baseboards.
 2. Replacement of floor carpeting with carpeting.
 - ii. **Major Remodeling Requiring BOD Notification:** Remodeling which may cause construction noise or vibration and may affect the peace of mind of Residents. This generally includes the following work, or similar:
 1. Removal of tile or wood flooring.
 2. Installation of wood, tile, or ceramic on floors. Installation must incorporate a sound barrier with an impact insulation class (IIC) rating of 50 or higher and a Delta IIC of 20 or higher. Examples of products that meet this requirement: NAC

SAM 125, Proflex SIM 90, Whisper Mat HW or CS (not a recommendation or exhaustive list). The BOD reserves the right to inspect application of the sound barrier during installation. Cutting of any flooring material must be performed within the unit, with the unit's storm shutters closed. A Visqueen enclosure to reduce dust in the unit is highly recommended but not required.

3. Replacement of wall-mounted or floor-mounted or attached cabinets, counters, vanities, bathtubs, or showers including enclosures.
 4. Rerouting of or addition to a unit's electrical wiring, TV cabling, or phone wiring inside walls. Work must be performed by a certified electrical contractor.
 5. Rerouting of or addition to a unit's plumbing to include water, sewage, drains, or A/C water supply inside walls. Work must be performed by a certified plumbing contractor.
 6. Rerouting of or addition to a unit's air conditioning ducts, dryer ducts, air intake ducts, or exhaust fan ducts inside walls. Work must be performed by a certified air conditioning/heating contractor.
 7. Replacement of a unit's entry doors, sliding doors and screens, or windows. The type, style, and color must match the current Venetian Bay approved design. Prior to installing such a replacement element, the Unit Owner shall submit the replacement information for BOD approval.
 8. Replacement of a unit's balcony or window hurricane shutters. Type, style, and color must match current approved Venetian Bay design.
 9. Installation of an EV charging station in the unit's storage area.
- iii. **Remodeling Not Permitted:** Remodeling which will affect the Common Elements is not permitted and includes changes to:
1. Load bearing walls, ceiling and floor slabs, or structural members.
 2. Changes to the Common Elements such as sewer, water, electrical, and A/C water that provides services to all units.
 3. Fire suppression system piping or sprinkler heads.
 4. Balconies/walkways including the walls, ceilings, and railings.
 5. Garage parking space or storage area (Limited Common Elements).
 6. Installation of an unmetered electrical outlet in the storage area.
 7. Installation of outdoor carpet, tile, or paint on the balcony floor.
- c. **Construction Noise and Disturbance to Residents:** If remodeling work will produce noise or vibrations which may disturb Residents, notification to the BOD is required. The Unit Owner will notify surrounding units if this is the case.
- d. **Procedures for Notification and Approval for Major Renovation or Remodeling:**
- The BOD Architectural Review Committee (ARC) will assist Unit Owners by reviewing Owners' remodel plans and making recommendations to the BOD for approval of the request.
- i. The Unit Owner shall contact a BOD member and request an informal meeting with the ARC to discuss the proposed remodeling and identify any Common Elements or Limited Common Elements that could be affected and identify work that would not be permitted under Schedule A paragraph 34(b)iii.
 - II. The Unit Owner shall provide the ARC with remodeling plans and/or drawings and the attached remodel form. The form must provide the name of and contact information for the contractor, proof of Florida business license and liability insurance naming Venetian Bay Condominium Association as additional insured, and worker's compensation insurance. The contractor will not be permitted to work on Venetian Bay property lacking the necessary licenses and insurance. No work may proceed before this information has

been presented to the ARC. The Unit Owner will provide estimated start and finish dates and will make sure the contractor has the necessary workforce to complete the work in a timely manner. The ARC will meet within seven days to review the submitted documents and either recommend BOD approval or advise the Unit Owner of any changes necessary to the plans or documentation. The ARC will meet with the Unit Owner as necessary to review the modified submittals until approved for submission to the BOD.

III. Once the ARC has recommended approval to the BOD, the ARC will add the approved remodeling plan to the next BOD meeting agenda. The Unit Owner will be notified of the date of the meeting and must attend to answer any questions that the BOD may have. The BOD will either approve the remodeling work or return the matter to the ARC with its concerns and/or recommended changes.

e. **BOD Approval Procedures:**

- i. **The Architectural Review Committee (ARC)** is made up of three Association members appointed by the BOD-
- ii. The BOD and the ARC will review the remodeling request prior to the owner finalizing the proposed remodeling work.
- iii. The ARC will assign a representative of the ARC to follow the project and ensure the project adheres to the plan, *including the "not to exceed" duration of the work*, submitted to the BOD.
- iv. If a remodeling project is expected to last more than two days, the BOD may require a meeting with the Unit Owner and contractor to ensure that all rules and procedures are understood and agreed to prior to start of work.
- v. Owners, tenants, or occupants who violate any of the procedures set forth herein, or allow their contractors to violate these procedures, shall be subject to fines, per the Association's Bylaws, for each day the violation continues.
- vi. A violation of the provisions set forth herein may also constitute a private or public nuisance for which injunctive relief may be available to the Association, its owners, or residents against owners who violate any of the procedures set forth herein and who may be liable for any costs incurred by those seeking injunctive relief, including court costs and reasonable attorney's fees.

f. **Work Rules for all Remodeling:**

- i. Remodeling work is permitted 8:00 am to 5:00 pm Monday through Saturday (but not during Federal holidays), except for emergency repairs such as an A/C failure or a leaking water fixture. Furthermore, depending on the nature and emergency nature of the work sought to be performed, the BOD may modify this restriction.
- ii. Storage of construction equipment and materials must be inside the unit or on the unit's balcony and is not permitted on any Common Element, including the garage space or walkways.
- iii. All materials and equipment must go through the garage, not through the lobby doors. Elevator pads and rugs must be installed to prevent damage to the elevator, and cardboard must be taped to the lobby floors to prevent damage to the marble flooring.
- iv. The contractor and Unit Owner are responsible for daily cleanup of the Common Elements to remove any debris and marks caused by the work.
- v. The contractor shall not use the Association's shopping carts or dispose of construction debris in the building dumpsters.

Application for Authorization to Remodel

No remodeling is authorized until this form is completed, provided to the Secretary, and approved by the Board

Owner name _____ Building and Unit Number _____

Date of First Application to the Board _____ Date Resubmitted (if req'd) _____

Description of remodeling: _____

Name of Contractor _____ Contact _____ Ph# _____

Not To Exceed duration of work in days: _____ Start Date _____ End Date _____

Submittals Required With This Application	Section	Yes	NA
Wood, tile, stone, laminate, porcelain or ceramic floor will be installed, so spec for sound barrier is attached and specifies Class IIC rating of 50+ and ΔIIC rating of 20+	34(b)ii(2)	<input type="checkbox"/>	<input type="checkbox"/>
Disturbing construction noise/vibration expected, surrounding residents notified	34(c)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Florida contractor business license attached	34(d)i(2)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of contractor Cert of Insurance and General Liability/Work Comp attached	34(d)i(2)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Work Rules For All Remodeling provided to / discussed with the contractor	34(f)	<input type="checkbox"/>	<input type="checkbox"/>

I, the owner of Bldg ____ Unit _____, hereby guarantee the PROCEDURES FOR REMODELING OF UNITS (Schedule A of the Venetian Bay by-laws), shall be followed and guarantee that I (or my representative, _____) shall be present during the remodeling work. Further, I, as owner, give the Board permission to enter my unit to ensure the procedures are being followed.

Owner Signature _____ Date _____

Board's Action	
Application Approved on:	Application Disapproved on:
Reason(s) for Disapproval	

_____ **Date** _____
for Venetian Bay Board of Directors