

# **Procedures Governing Contractor and Building Activity On Nettles Island**

## **A. GENERAL INFORMATION**

1. Owners are responsible for the actions and behavior of their Contractors. Owners are responsible for notifying their Contractors of all Nettles Island rules and regulations including Procedures Governing Contractor and Building Activity on Nettles Island.
2. There must be no outstanding liens against the property in favor of Nettles Island.
3. Existing violations are to be settled before placement of unit or any exterior alterations of existing unit, unless otherwise approved by the Architectural Committee.
4. When a dispute arises from either the owner, contractor, or adjacent property owner, the Board of Directors shall only have the authority to enforce the stated Nettles Island Rules and Regulations and other governing documents as would pertain to the dispute.

## **B. WORKING HOURS**

1. 8:00 a.m. until 5:00 p.m., Monday through Saturday.
2. All contractors and personnel will vacate the Condominium no later than 5:30 p.m. unless otherwise authorized by the Condominium Management.
3. Working on Sundays and Holidays is prohibited.

## **C. REQUIRED DOCUMENTS TO SUBMIT FOR APPROVAL**

1. Exhibit A Adjacent Property Protection Plan- The Board of Directors wants to help unit owners protect their property during construction on adjacent lots. Photos of neighboring properties **must** be submitted to the condo office along with this form. Exhibit A Form must be signed by the contractor and can either be signed by the neighboring property owner(s) or mailed to them by certified mail (certified mail receipt must be provided as proof of mailing). The document can be mailed by the condo office for a fee.
2. Exhibit B Unit Owner Authorization for Contractor Access to Unit Property
3. Relevant Construction Policy – (New Construction Policy, Renovation Policy, Slab/Paver/Pavement Policy, Demolition and Removal Policy, or Marine Construction Policy) must be initialed and signed by the contractor.
4. Professional plans/drawings, professional survey, and/or other measurements, photos, or documents as determined by the Architectural Committee may also be required (contact Condo Office for more information).

#### **D. NO WORK IS TO BEGIN UNTIL PLANS ARE:**

1. Reviewed by Management and Architectural Committee
2. Approved by the Condominium Association.
3. Permits are obtained from all relevant local and state officials, where applicable.
4. Changes to approved plans that affect the exterior must be re-submitted to the Association for approval before changes can be completed.
5. All plans and specifications must be in accordance with the Nettles Island Governing Documents and all relevant local and state building codes.

#### **E. VEHICLE AND ROAD REQUIREMENTS**

1. Register with Security and specify the lot number where working each work day.
2. Display identification issued by Security on vehicle dashboard.
3. Place construction cones in front and rear of construction vehicles parked on Nettles Island streets.
4. Observe all posted speed limits and other vehicle signage.
5. Vehicles shall not obstruct Condominium traffic.
6. Notify Condominium Management or Security if road obstruction is necessary at job site.
7. All vehicles must conform to posted weight signs on Nettles Island bridges.
8. Roadways and job sites must be cleaned up and free of debris at the end of each work-day.
9. Building material may not be placed on or protrude into the street, over the seawalls, or on neighboring properties.
10. Security must be notified 24 hours prior to any concrete pour, truss delivery, crane operation, trailer removal, trailer delivery, large truck delivery, etc. Security must accompany contractor to job site and remain on site to ensure no traffic issues.

#### **F. JOB SITE REQUIREMENTS**

1. Contractor signs (NTE 12" x18") may not be displayed until construction has begun and must be removed when all work is completed or certificate of occupancy is issued by County.
2. Permits must be prominently displayed at the job site.
3. Debris containers must be placed on lot and must not hinder traffic visibility.
4. Debris is to be removed by the contractor.
5. Sand, light or loose building materials and all trash containers must be covered with a tarpaulin when not in use.
6. Contractors are responsible to keep the workplace, roadway, and adjacent properties clean and safe at all times.

7. Upon completion of work, all common areas and lots adjacent to job site will be inspected by Management. All repairs and cleanup requirements will be reported to contractor and property owner to clean or repair as needed.
8. Must obtain written permission from adjacent property owner to store material or park equipment or use water hook ups on adjacent properties.

#### **G. VIOLATIONS AND INFRACTIONS**

1. Contractors must comply with approved plans submitted to St. Lucie County and the Condominium Association. If plans are not followed, it will be the Contractor's responsibility to make corrections at their own expense.
2. Violations of Nettles Island Governing Documents by the contractor may result in a fine to the unit owner.

#### **H. CONDOMINIUM FACILITIES**

1. Contractor personnel may use restrooms and snack bar.
2. No other Condominium facilities are available for use by Contractor personnel.

#### **I. NETTLES UTILITIES (WATER AND SEWER)**

1. Nettles Island Inc. is responsible for the water and sewer on the island.
2. When any construction activity is planned, the condo office must be notified so that these utilities can be located on the property.
3. Primary sewer mains may run through the property. Existing manholes and cleanouts need to remain as installed and must be always accessible. Requests for the relocation of any utilities must be submitted to Condominium Association for approval.
4. In the event that any lines, sewer or water, are damaged the repairs will be done at the owners' expense.
5. Must obtain written permission from adjacent property owner to use water hook ups on adjacent properties.
6. Nettles Island maintenance staff will adjust sewer and water service connections for a fee. Cost will be as determined by Condo Management.

- J.** All Architectural approvals issued by Nettles Island are valid for six (6) months, owners must show reason to obtain approval for an additional six (6) months.

# STORM POLICY FOR CONTRACTORS

## Hurricane season June 1<sup>st</sup> thru Nov. 30<sup>th</sup>

In an effort to protect Unit Owners and Condominium Properties and to limit injury and liability, the following procedures are in effect during hurricane season.

Upon notification from the weather service forecast of a Tropical Storm or Hurricane:

- A. There will be no deliveries of construction materials allowed within 48 hours before the forecasted impact.
- B. All construction materials on site must be secured at least 48 hours before the forecasted impact.
- C. Construction debris must be removed from site no later than 48 hours before the forecasted impact.
- D. Contractor equipment, vehicles and boxes must be removed.
- E. Contractor must notify Management when job site is secured.

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

Print Name \_\_\_\_\_

# EXHIBIT A

## ADJACENT PROPERTY PROTECTION PLAN

Date \_\_\_\_\_ Construction on Nettles Island Lot # \_\_\_\_\_

Contractor Name \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor Email Address \_\_\_\_\_

Adjacent Homeowner Name \_\_\_\_\_ Lot # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Brief description of construction to be completed (roofing, pavers, new construction, etc.) :

\_\_\_\_\_  
\_\_\_\_\_

Photos of the adjacent property stated above have been delivered to the Nettles Island Condominium Office. This is to show the condition of the property and to ensure the adjacent lot owner that his/her property, along with any Condominium common element, will be brought back to its existing condition after the construction has been completed.

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

Print Name \_\_\_\_\_

Adjacent Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## EXHIBIT B

### UNIT OWNER AUTHORIZATION FOR CONTRACTOR ACCESS TO UNIT PROPERTY

Unit Owners must complete the following authorization form to permit ongoing contractor access to unit property for construction work or activity. Form must be received by NI Condo Office prior to commencement of construction work or activity.

1. Lot Number: \_\_\_\_\_

2. Owner Name: \_\_\_\_\_

3. Name of Contractor/Business: \_\_\_\_\_

4. Point of Contact for Contractor/Business: \_\_\_\_\_

5. Point of Contact Phone Number: \_\_\_\_\_

6. Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

7. Contractor Authorized to Call Others (Sub-Contractors) In\*\*:

Yes \_\_\_ No \_\_\_

Owner Signature: \_\_\_\_\_

\*\*If “Yes” is selected, this allows your contractor to contact the Security Department directly to let them know that a sub-contractor/party/person(s) will need access to perform services on your unit. Security will not need to contact you directly to allow entry for other sub-contractor/party/person(s) working under your contractor. If “No” is selected, Security will need to verify with you, the owner, that access to your unit is approved.

Condo Staff will enter the contractor into our Community Management System, allowing entry to the contractor for the date range specified. The Community Management System will also note whether or not you approved your contractor to authorize sub-contractors/party/person(s) to your Unit.

If you have any questions regarding this, you can reach the Condo Office at 772-229-2930 Monday through Friday 08:30 AM to 4:00 PM.

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

Owners Name \_\_\_\_\_

## NEW CONSTRUCTION POLICY

### Initial

- \_\_\_\_\_ 1. Permits must be obtained from all relevant local and state officials, where applicable.
- \_\_\_\_\_ 2. Exhibit A&B completed and submitted to Condo Office prior to commencement of Construction.
- \_\_\_\_\_ 3. Submit for approval architectural/engineered drawings including elevation for proposed new construction.
- \_\_\_\_\_ 4. Submit for approval a professional survey to show site plan of new construction. Survey must show all setbacks, two 8'x18' paved parking spaces, and all proposed new construction, new pavement, and any other proposed exterior modifications.
- \_\_\_\_\_ 5. Utilities located and marked required before excavating.
- \_\_\_\_\_ 6. Approval of Condominium Management required for all utility locations belonging to Nettles Island.
- \_\_\_\_\_ 7. All construction and material must meet all relevant local and state building codes.
- \_\_\_\_\_ 8. Units must be tied down to conform to all relevant local and state requirements.
- \_\_\_\_\_ 9. Roof materials not permitted: wood shingles, shakes and hot tar/gravel.
- \_\_\_\_\_ 10. "A frame" construction is not permitted.
- \_\_\_\_\_ 11. Flat roofs are not permitted to exceed 15% of the total roof on new construction.
- \_\_\_\_\_ 12. No fireplaces, gas or wood, shall be permitted inside/outside a dwelling.
- \_\_\_\_\_ 13. Carports are not permitted.
- \_\_\_\_\_ 14. Units must have skirting consisting of material approved by St. Lucie County.
- \_\_\_\_\_ 15. Contractor must control all airborne particles and dust clouds by using water to keep damp.

## NEW CONSTRUCTION POLICY (CONT.)

- \_\_\_\_\_ 16. Total length and width of a unit shall be restricted by setback requirements. Left (screen room side) setback is eight (8) feet from structure to your lot line. Right setback is zero (0) feet from your structure to your lot line. Rear setback is five (5) feet from your structure to your lot line. Front setback is ten (10) feet from your structure to the lot line.
- \_\_\_\_\_ 17. No construction shall be permitted across adjoining property lines.
- \_\_\_\_\_ 18. No portion of the structure may encroach into the airspace beyond the zero lot line along the right side of the property. This includes, but is not limited to, awnings, gutters, and shutters.
- \_\_\_\_\_ 19. You must have a rain gutter installed on the right zero setback side, the gutter cannot empty onto your neighbor's property.
- \_\_\_\_\_ 20. Gutters must be installed (or scheduled to be installed, evidence required) on all New Construction prior to the issuing of the Certificate of Occupancy.
- \_\_\_\_\_ 21. Gutter downspouts on properties adjacent to the seawall cannot empty water behind the seawall. Roll out gutters may be used to drain water over the seawall.
- \_\_\_\_\_ 22. Slabs may not be poured in the eight (8) foot setback on an RV lot, however, a concrete sidewalk can be installed next to a permanent dwelling, in the left eight (8) foot side setback. The sidewalk must be installed at ground level and shall be no wider than three (3) feet in width (or four (4) feet in width with a handicap variance).
- \_\_\_\_\_ 23. Slabs may not be poured in the five (5) foot rear utility easement. Only an air conditioner, air conditioner platform, and a 4'x4' landing and set of steps are allowed to be installed in the five (5) foot utility easement. Landing and steps must be removeable. No concrete foundations in easement.
- \_\_\_\_\_ 24. Building materials such as stone or pavers, which do not interfere with water drainage, may be installed in the rear five (5) foot setback and in the side eight (8) foot setback. Units having existing wood or wood-like material in the setbacks will be permitted to remain until they need to be replaced from this date forward 03/02/2016.
- \_\_\_\_\_ 25. Entry into the unit is not to be made from the right hand lot line except on corner Lots with variance granted by St. Lucie County and Condominium Association.



## NEW CONSTRUCTION POLICY (CONT.)

- \_\_\_\_\_ 26. Awnings installed on units shall be installed in accordance with all relevant local and state building codes and approval from the Condominium Association. Permanent awnings can only encroach a maximum of twelve (12) inches into the left 8 foot, rear 5 foot, and front 10 foot setbacks.
- \_\_\_\_\_ 27. Maximum unit height shall be twenty two (22) feet from flood plain level (base flood elevation), plus one foot (1') as per St. Lucie County building code. Federal Emergency Management Acts (FEMA) prohibits living spaces below the flood plain. (8/15/18)
- \_\_\_\_\_ 28. Paving requirements:
1. Two 8'x18' paved parking spaces installed.
  2. Paving on corner lots will be evaluated individually by Condominium Association.
- \_\_\_\_\_ 29. Provide Condominium Office with Form Board Survey for a site built home.
- \_\_\_\_\_ 30. Provide Condominium Office with a Final Tie-In Survey, with elevation certificate for a modular built home, manufactured mobile home, or park model home upon completion.
- \_\_\_\_\_ 31. Provide Condominium Office with a Certificate of Occupancy for any new home.
- \_\_\_\_\_ 32. Installation of pavers in the rear five (5) foot setback or the side eight (8) foot setback does not require a lot survey, however, it is strongly recommended to verify the property lines. Adjacent property protection forms (Exhibit A) must be submitted for any paving that abuts to a property line. Extending pavers beyond the property line would be decided by neighboring lot owners. A written agreement between owners is strongly recommended to be filed with the condo office.
- \_\_\_\_\_ 33. Water supply lines, that are changed or altered from the original installation must be approved by the Architectural Committee. This includes the installation of underground sprinkler systems, to eliminate the possibility of system contamination from ground surface water. All modifications must meet the current codes and DEP approved plans and regulations pertaining to the Nettles Island water system.
- \_\_\_\_\_ 34. No spray painting allowed of exterior structures.

**NEW CONSTRUCTION POLICY (CONT.)**

\_\_\_\_\_ 35. All new residences located within ten (10) feet of the seawall face, must be constructed on permanent deep foundation systems. A copy of the foundation plans must be submitted for approval. The owner provided Professional Engineer is responsible for locating the in-situ seawall system to ensure new construction will have no impact on the existing seawall system, particularly the tie rod and dead man. Manufactured or mobile homes and standard driveways are exempt.

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

Print Name \_\_\_\_\_

Final sign off of job site for clean up, job and permit completion.

Condominium Management Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Owner's Name \_\_\_\_\_

## Renovation Policy

### Initial

- \_\_\_\_\_ 1. Permits must be obtained from all relevant local and state officials, where applicable.
- \_\_\_\_\_ 2. Exhibit A&B completed and submitted to Condo Office prior to commencement of Construction.
- \_\_\_\_\_ 3. Utilities located and marked required before excavating.
- \_\_\_\_\_ 4. Approval of Condominium Association required for all utility locations belonging to Nettles Island.
- \_\_\_\_\_ 5. No construction shall be permitted across adjoining property lines.
- \_\_\_\_\_ 6. No portion of the structure may encroach into the air space beyond the zero lot line along the right side of the property. This includes, but is not limited to, awnings, gutters, and shutters.
- \_\_\_\_\_ 7. All construction and material must meet all relevant local and state building codes.
- \_\_\_\_\_ 8. Building materials such as stone or pavers, which do not interfere with water drainage, may be installed in the rear five (5) foot setback and in the eight (8) foot setback. Units having wood or wood-like material will be permitted to remain until they need to be replaced from this date forward 03/02/16.
- \_\_\_\_\_ 9. Units must have skirting consisting of material approved by St. Lucie County.
- \_\_\_\_\_ 10. Units must be tied down to conform to all relevant local and state requirements.
- \_\_\_\_\_ 11. Carports are not permitted.
- \_\_\_\_\_ 12. No fireplaces, gas or wood, shall be permitted inside/outside a dwelling.
- \_\_\_\_\_ 13. Roof materials not permitted: wood shingles, shakes and hot tar/gravel.

**RENOVATION POLICY (CONT.)**

- \_\_\_\_\_ 14. Total length and width of a unit shall be restricted by setback requirements. Left (screen room side) setback is eight (8) feet from structure to your lot line. Right setback is zero (0) feet from your structure to your lot line. Rear setback is five (5) feet from your structure to your lot line. Front setback is ten (10) feet from your structure to the lot line.
- \_\_\_\_\_ 15. Awnings installed on units shall be installed in accordance with all relevant local and state building codes and approval from the Condominium Association. Permanent awnings can only encroach a maximum of twelve (12) inches into the left 8 foot, rear 5 foot, and front 10 foot setbacks.
- \_\_\_\_\_ 17. You must have a rain gutter installed on the right zero setback side, the gutter cannot empty onto your neighbor's property. Properties adjacent to the sea walls cannot empty water behind the sea wall. Roll out gutters may be used to drain water over the sea wall.
- \_\_\_\_\_ 18. Slabs may not be poured in the five (5) foot rear utility easement. Only an air conditioner, air conditioner platform, and a 4'x4' landing and set of steps are allowed to be installed in the five (5) foot utility easement. Landing and steps must be removeable. No concrete foundations in easement.
- \_\_\_\_\_ 19. Contractor must control all airborne particles and dust clouds by using water to keep them damp.
- \_\_\_\_\_ 20. No spray painting allowed of exterior structures.

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

Print Name \_\_\_\_\_

Final sign off of job site for clean up, job and permit completion.

Condominium Management Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Owner's Name \_\_\_\_\_

## Demolition and Removal Policy

### Initial

- \_\_\_\_\_ 1. Permits must be obtained from St. Lucie County officials, where applicable.
- \_\_\_\_\_ 2. Exhibit A&B completed and submitted to Condo Office prior to commencement of construction.
- \_\_\_\_\_ 3. Utilities located and marked required before excavating.
- \_\_\_\_\_ 4. Approval of Condominium Management required for all utility locations belonging to Nettles Island.
- \_\_\_\_\_ 5. No demolition will be allowed until the unit owner obtains approval from the Architectural Committee.
- \_\_\_\_\_ 7. The contractor has seventy-two hours to completely clean and clear the site upon Commencement of demolition.
- \_\_\_\_\_ 8. Contractor must control all airborne particles and dust clouds by using water to keep them damp.

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

Print Name \_\_\_\_\_

Final sign off of job site for clean up, job and permit completion.

Condominium Management Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Owner's Name \_\_\_\_\_

## VI. Slab/Paver/Pavement Policy

### Initial

- \_\_\_\_\_ 1. Permits must be obtained from St. Lucie County officials, where applicable.
- \_\_\_\_\_ 2. Exhibit A&B completed and submitted to Condo Office prior to commencement of construction. (3/1/17)
- \_\_\_\_\_ 3. Provide a site plan survey of property for all new concrete slabs.
- \_\_\_\_\_ 4. Utilities located and marked required before excavating.
- \_\_\_\_\_ 5. Approval of Condominium Management required for all utility locations belonging to Nettles Island.
- \_\_\_\_\_ 6. No construction shall be permitted across adjoining property lines.
- \_\_\_\_\_ 7. All construction and material must meet St. Lucie County Building Code requirements.
- \_\_\_\_\_ 8. Slabs may not be poured in the five (5) foot rear utility easement. Only an air conditioner, air conditioner platform, and a 4'x4' landing and set of steps are allowed to be installed in the five (5) foot utility easement. Landing and steps must be removeable. No concrete foundations in easement.
- \_\_\_\_\_ 9. Slabs may not be poured in the eight (8) foot setback on an RV lot, however, a concrete sidewalk can be installed next to a permanent dwelling, in the left eight (8) foot side setback. The sidewalk must be installed at ground level and shall be no wider than three (3) feet in width (or four (4) feet in width with a handicap variance).
- \_\_\_\_\_ 10. Building materials such as stone or pavers, which do not interfere with water drainage, may be installed in the rear five (5) foot setback and in the side (8) foot setback. Units having existing wood or wood-like material in the setbacks will be permitted to remain until they need to be replaced from this date forward 03/02/16.
- \_\_\_\_\_ 11. Contractor must control all airborne particles and dust clouds by using water to keep them damp. Concrete and pavers must be wet cut.

**SLAB/PAVER/PAVEMENT POLLICY (CONT.)**

- \_\_\_\_\_ 12. Installation of pavers in the rear five (5) foot setback or the side eight (8) foot setback does not require a survey, however, it is strongly recommended to verify the property lines. Adjacent property protection forms (Exhibit A) must be submitted for any paving that abuts to a property line. Extending pavers beyond the property line would be decided by neighboring lot owners. A written agreement between owners is strongly recommended to be filed with the condo office.
  
- \_\_\_\_\_ 13. The removal and replacement of pavers or concrete for repairs to any utilities (including the in-ground trash container) will be the responsibility of the unit owner.
  
- \_\_\_\_\_ 14. Concrete and pavers must be installed so that drainage of water runoff from pavement installation does not adversely affect neighboring properties.

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

Print Name \_\_\_\_\_

Final sign off of job site for clean up, job and permit completion.

Condominium Management Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Owner's Name \_\_\_\_\_

## VII. Marine Construction Policy

### Initial

- \_\_\_\_\_ 1. Permits must be obtained from all relevant local, state, and DEP officials, where applicable.
- \_\_\_\_\_ 2. Exhibit B completed and submitted to Condo Office prior to commencement of construction. (3/1/17)
- \_\_\_\_\_ 3. Boatlifts are required to have a complete mechanical electrical disconnect.
- \_\_\_\_\_ 4. Nothing may be affixed, attached, over, or bear weight, in any way, on the seawall and cap. Conduits for water and electric may extend over the seawall to a dock or boat lift but they cannot be affixed to the seawall or cap.
- \_\_\_\_\_ 5. Drilling holes, penetrating, painting, modifying, or covering the seawalls and caps is prohibited.
- \_\_\_\_\_ 6. Unit owners will be responsible for all costs associated with partial or full removal of docks and boat lift structures, including conduits for water and electric, to facilitate seawall and cap maintenance, repairs, and replacements.
- \_\_\_\_\_ 7. Copy of the permit must be prominently displayed at the job site.
- \_\_\_\_\_ 8. Rescue ladders are required on all docks for safety and cannot be attached to the seawall or cap.
- \_\_\_\_\_ 9. Dock structures are prohibited from spanning two (2) lots contiguously.
- \_\_\_\_\_ 10. For docks and boat lifts located in Nettles Island canals, the dock and/or boat mooring structure may only extend up to a point towards the center of the canal in which twelve and one-half (12.5) feet on each side of the original center point of the canal, or fifty (50) feet in the case of the Grand Canal, remain unobstructed, so as to maintain for navigational purposes a total of twenty-five (25) feet centered evenly on the original center point of the canal, or one hundred (100) feet in the case of the Grand Canal, unless a shorter length is required by any applicable governing body. The width of the canal at the job site must be included in the professional plans submitted for approval to the Association.



**MARINE CONSTRUCTION POLLICY (CONT.)**

\_\_\_\_\_ 11. Canals cannot be blocked and must remain navigable during construction and overnight. Contractor must arrange for overnight parking of equipment.

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

Print Name \_\_\_\_\_

Final sign off of job site for clean up, job and permit completion.

Condominium Management Signature \_\_\_\_\_ Date \_\_\_\_\_