

**PORTO BELLAGIO CONDOMINIUM ASSOCIATION, INC.
CONTRACTOR'S INFORMATION SHEET**

INSURANCE REQUIREMENTS: All contractors, including subcontractors, working in these buildings are required to produce a Certificate of Insurance listing Porto Bellagio Condominium Association, Inc. located at 17100 North Bay Road, Sunny Isles, FL 33160, as the additional insured prior to beginning work in the building. Liability limits must be \$1 million dollars per occurrence, \$2 million aggregate. Please provide hold harmless agreements from subcontractors or independent contractors indemnifying against all losses for the work performed for the insured by any and all subcontractors or independent contractors.

NO WEEKEND WORK: Contractors are permitted to work from 8:00 a.m. to 6:00 p.m. Monday through Thursday, and Friday 8:00 a.m. to 3:00 p.m. No contractor is permitted to work in the building from 3:00 p.m. Friday to 8:00 a.m. Monday. No work is permitted during legal holidays.

BUILDING PASS/CHECK IN: Contractors must check in with the Security Officer in the Guard House to obtain a building pass prior to entering the building. Contractor parking will be handled at that time.

ELEVATOR: Contractors and deliverymen must reserve elevator in advance. Contact management office to confirm scheduling and check in at the guardhouse upon arrival and departure.

TRASH REMOVAL: Contractors are to remove all trash and construction debris from the building each day. Our dumpsters will not accommodate construction debris and may not be used by outside contractors.

FIRE SPRINKLER SYSTEM: All contractors are advised that the entire building, including each individual unit, is serviced by a fire alarm and sprinkler system. High levels of heat and/or smoke will activate the system triggering both the sprinklers in the affected area and the alarm. Tampering with the rings around the sprinkler heads will also activate the systems. Contractors triggering the system will be held responsible for the resultant damage, including the cost of resetting the system.

FLOORING MATERIALS: Tile, slate, marble and other similar flooring materials must be no thicker than 3/8 inch and installed with sound absorbing materials with thin-set type adhesive. Maximum weight load is 6 lbs. per sq. ft. Balcony tile installation must not exceed a height differential of 42" between the height of the floor on the balcony and the height of the railing as required by the city of Sunny Isles Beach.

COUNTER TOPS: Granite, Corian and other similar materials installed in kitchen or bathroom counter tops must be no thicker than 3/4 inch.

PERMITS: All contractors will apply for a permit with the city as required by the Sunny Isles Building Department. A copy of said permit will be provided to the association management office and the original posted as required by the city of Sunny Isles Beach.

FINES: A fine of \$250 per day will be assessed when work is initiated without the proper permit. A fine of \$100 per day will be assessed for contractors on the premises without the appropriate license and insurance on file. A fine of \$50 per day will be assessed for contractors on the premises who do not check in and receive the appropriate contractor's pass.

Signed and agreed to this _____ day of _____.

Contractor/License #

Resident/Unit #