



# Guidelines for Contractors and Remodeling Projects

Dear Neighbor,

As our condominium buildings age, more owners are opting to extensively renovate the interior of their units, versus minor remodeling. Our buildings are forty (40) plus years old and any remodeling, whether minor or extensive, increases the overall values within the Wilderness Community.

The Buildings, Grounds, and Pools Committee supports and encourages the upgrading of the interior of the units. To clarify the Wilderness Condominium Assoc., Inc. policy, and to avoid any misunderstandings between neighbors, this packet of “Guidelines for Contractors and Remodeling Projects” has been created and must be adhered to by all unit owners and contractors.

Prior to starting **any** interior remodeling, **a written scope of work covering the repairs and or remodeling must be submitted to the Condominium Manager for review.** It may also be necessary for The Buildings, Grounds, and Pools Committee to review and approve the work to be done.

**All information must be completed and provided to the Condominium Manager prior to the start of the review and approval process.**

After the review, the Condominium Manager will submit the package to the General Manager/COO for final review. When completed, a letter will be sent to the owner confirming approval or the reason(s) for denial.

In cases of extensive remodeling, the Condominium Manager and the General Manager/COO may request a meeting with the unit owner and/or contractor to review the proposed plans, including but not limited to:

- **Scope of the proposed repairs and/or remodel**
- **Plan review (possibly by third party architect)**
- **Projected start date and time of completion**
- **Discuss and resolve any concerns**

No construction work will begin prior to the Collier County Permit being filed with the Condominium Manager.

Information packets and procedures for contractors are available at the Administration Office in the Wilderness Clubhouse or by email.

It is the objective of the Buildings, Grounds and Pools Committee to support the upgrading of units while being considerate of fellow neighbors.

Best regards,

The Wilderness Condominium Assoc. Inc. and the Buildings, Grounds, and Pools Committee

## **SECTION I CONTRACTOR, SUBCONTRACTOR AND PURVEYOR RULES**

- 1) **EXTERIOR ALTERATIONS:** The owner of a Unit shall neither cause nor permit any addition, improvement or alteration to any portion of his or her Unit which is visible from the exterior or that changes the outside appearance of any portion of the Unit, including, without limitation, the installation of awnings, storm shutters or tinted glass without first obtaining the written consent of the Condominium Manager. Consent may be withheld, including but not limited to, if the proposed alteration or change would impair the safety or structural integrity of any Unit, affect or change the architectural design or character of any Unit or would be inconsistent with the general architecture of the Wilderness Condominium Association.

If the Condominium Manager grants consent to any proposed addition, improvement or change, he/she may impose such terms, conditions, specifications and work periods as they determine in his/her sole discretion. Any Consent shall be subject to compliance at all times with Applicable Law and to any and all requirements of the Declarations of Condominium, Bylaws, Rules and Regulations and such terms and conditions that may be imposed by the Condominium Manager, Chief Operating Officer, Building, Grounds and Pools Committee and/or Board of Directors. All present and future owners shall be solely responsible for such compliance and for any and all costs and any liability associated with the installation, construction, operation, maintenance, replacement, repair of or damage caused, directly or indirectly, resulting from any addition, improvement or change. All present and future owners shall indemnify and hold harmless the Wilderness Condominium Association, Inc., including attorney's fees and costs, from any and all claims and actions as a result of any such addition, improvement or alteration, including those done with or without Consent, to the fullest extent permitted by law.

- 2) **INTERIOR ALTERATIONS:** Owners shall make no alterations or changes to the interior portion of a Unit without first obtaining the written consent of the Condominium Manager. The term "alterations or changes" includes all changes to the interior of a Unit including, but not limited to, any activity which requires a building permit, electrical permit, plumbing permit or similar authorization from any appropriate governmental agency. Wallpapering and painting and the replacement of cabinets, appliances and fixtures with substantially equivalent installations in the same location, shall not require the consent of the Condominium Manager if the removal and replacement can be done without causing annoyance to other Unit Owners.

Any installation of hard surface flooring (e.g., tile, stone, hardwood and marble) in any Unit shall be installed in accordance with industry-wide standards and policies approved by the Condominium Manager from time-to-time. Such installation of hard surface flooring shall include, in all cases, the use of a sound deadening underlayment (currently but subject to change - Proflex RCU 250 for all hard flooring material and Proflex RCU 100 for vinyl and linoleum flooring materials). Such hard surface flooring shall not contact any side-walls in a Unit.

- 3) **DESCRIPTION OF ALTERATION OR CHANGE:** Owners shall submit to the Condominium Manager a written description of the proposed alteration or change which requires approval by the Condominium Manager together with appropriate plans, drawings and specifications. The Condominium Manager may require that plans and drawings be approved by an architect or engineer licensed by the state of Florida.

- 4) ENGINEERING STUDY: The Condominium Manager may, before any decision is made, require the Owner to pay the estimated reasonable cost and expense of any engineering study which the Condominium Manager may deem necessary to determine if the proposed alteration or change will impair the safety or structural integrity of any Unit.
- 5) MAJOR RENOVATIONS: Major renovations, as determined from time to time by the Condominium Manager, ("Major Renovation") shall include, but shall not be limited to, any project which:
  - a. Uses power equipment such as jackhammers, drills, power saws, and the like, which create substantial noise or vibrations;
  - b. Renders the Unit uninhabitable during the performance of the work; or
  - c. Requires the use of scaffolding, booms, or other types of exterior access.

If during the approval process, the Condominium Manager determines that a proposed alteration or change is a Major Renovation, he or she shall notify in writing all Unit Owners in the building where the proposed Major Renovation is to be made, of the scope of the alteration and the timeframe for its completion.

- 6) QUALIFIED WORKMEN: No contractor, installer, builder, electrician or plumber ("Workmen") shall perform any work on a Unit until the Workmen have registered with the Condominium Manager and have filed with the Condominium Manager proof that the Workmen are licensed to work in Collier County and are insured. No Workman shall enter Wilderness without first notifying the Condominium Manager of the planned date/time of arrival and expected date of completion. The provisions of this Section I, Part 6 shall apply to all "Workmen" doing any work at all in the Wilderness.
- 7) PROPER ATTIRE: Proper attire must be worn at all times. This includes shirts, pants and shoes. Any attire deemed unfit at the discretion of the Wilderness management will result in disciplinary action against the individual or company.
- 8) RADIOS: Radios (includes all types of speakers and listening devices) are only permitted within the unit. They must be played at a volume not to disturb other residents or members. Violations may result in elimination of radio privileges.
- 9) PETS: Contractors, subcontractors, purveyors, or guests are not permitted to have pets on property.
- 10) VEHICLES: Vehicles are to be parked in marked spaces and must not impede traffic or pedestrian flow. Any damage to Wilderness property will be the responsibility of the company causing the damage. This includes, but is not limited to, foliage, wildlife, paved areas and buildings. No vehicle is to be left overnight on the property without written authorization from Wilderness management.
- 11) MISCELLANEOUS EQUIPMENT: Use of Port-a-Potties, dumpsters and mid-size to large miscellaneous equipment requires written consent by the Condominium Manager before being placed on property. No dumpsters are permitted on Wilderness property during season (October 1 – April 30). After written permission is obtained, plywood or other material is to be placed beneath the dumpster to prevent damage to asphalt.

- 12) CLEANLINESS: While performing services within the unit, cleanliness and common sense should dictate actions. Use tarps on carpets, tile and countertops where work is being performed. Leave work area clean daily. Check walkways, railings, elevators and general area daily for debris and dust caused while performing services. (Cover walls, floors, and carpets).
- 13) DRAINS: Toilets, sinks, tubs and shower drains are not to be used for the disposal of leftover materials of any kind. This includes; grout, concrete, paint, paint thinner or cleaners.
- 14) OUTSIDE WORK: No materials or work should be left or performed outside of the unit without written consent from the Condominium Manager.
- 15) CUTTING: Cutting of tile or material is permissible on balcony areas (not on walkways). Plastic sheeting must be utilized to prevent dust and materials from blowing to other areas.
- 16) TRASH: Trash rooms are for member trash and recyclables only. No construction material of any nature is to be placed in the trash rooms by contractors, subcontractors, members or lessees.
- 17) CARPORTS: Carport parking spaces are not for storage of unit contents, building materials, cart garage contents, or any other use except parking of member vehicles. Written permission for storage of cart garage contents in parking spaces during floor staining or other work within the cart garage or unit must be obtained from Condominium Manager prior to commencement of work.
- 18) PASSES: Temporary or daily entry passes must be placed in the driver side front windshield area where visible from outside the vehicle. Condominium Manager reserves the right to have any vehicle in violation towed at the owner's expense.
- 19) HOURS OF ACCESS: Contractor/subcontractor hours of access and departure:
  - a. Season (**October 1 through April 30**), contractor hours will be 9 a.m. To 5 p.m., Monday through Thursday. This includes end-of-day cleanup time. There will be **no** activity on Fridays, Saturdays, Sundays and holidays.
  - b. Out-of-Season (**May 01 through September 30**), contractor hours will be 9 a.m. To 5 p.m., Monday through Friday. This includes end-of-day cleanup time. There will be **no** activity on Saturdays, Sundays and holidays.
- 20) MAJOR DEMOLITION: It is recommended, but not mandatory, that major demolition should start and be completed Out-of-Season (**May 01 – September 30**) so our neighbors can enjoy the season.
- 21) VEHICLES: No vans or trucks in excess of **30 feet** (total) will be allowed to enter the property.
- 22) VIOLATIONS: Violations causing damage will result in financial charges against the company and/or unit owner. Condominium Manager reserves the right to prohibit access or remove from the property any contractor/subcontractor in violation of rules or regulations as set forth in Wilderness Condominium Association documents and/or management decisions.
- 23) KEYS: Condominium keys are **not** to be left at the guardhouse by unit owners for contractor pick-up. The unit owner must provide keys or access to the unit. The accounting office keys are for **Wilderness personnel use only.**

**SECTION II GENERAL CONTACT INFORMATION**

The member, general contractor, or subcontractor may call the following numbers with questions. The appropriate person will be contacted to respond.

Tim Mace – Condominium Manager  
D 239 825-3287 Cell  
E [tmace@wildernesscc.com](mailto:tmace@wildernesscc.com)

Administrative Office  
D 101 Clubhouse Drive Naples, FL 34105  
E 239 261-6060

Guard House  
D 239 262-3043

**SECTION III      CONTRACTOR INFORMATION SHEET**

**Pending work address:** \_\_\_\_\_

**Member's Name:** \_\_\_\_\_

**Member's Phone Number:** \_\_\_\_\_

**Alternate Phone Number:** \_\_\_\_\_

**Estimated Start Date:** \_\_\_\_\_

**Estimated Completion Date:** \_\_\_\_\_

**General Contractor's Name:** \_\_\_\_\_

**General Contractor's Phone Number:** \_\_\_\_\_

**After Hours Phone Number:** \_\_\_\_\_

Companies are allowed access through the front gate and to the unit during these hours:

Season (**October 1 through April 30**), contractor hours will be from 9 a.m. to 5 p.m. Monday through Thursday. This includes time for end-of-day cleanup. There will be **no** activity on Fridays, Saturdays, Sundays or holidays.

Out-of-Season (**May 01 through September 30**), contractor hours will be from 9 a.m. to 5 p.m. Monday through Friday. This includes time for end-of-day cleanup. There will be **no** activity on Saturdays, Sundays or holidays.

Failure to follow the rules and regulations set forth and provided by the Association will result in action being taken including, but not limited to, expulsion from the premises. A contractor rules and regulations document will accompany this form. **The owner must provide a copy of this document to the contractor.**

List of Subcontractors associated with this work and allowed access.

- |          |           |
|----------|-----------|
| 1) _____ | 2) _____  |
| 3) _____ | 4) _____  |
| 5) _____ | 6) _____  |
| 7) _____ | 8) _____  |
| 9) _____ | 10) _____ |