

Rules for Companies and Individuals

Doing Work in Units

Adopted by the Tradewinds' Board of Directors 4/7/2000

INDIVIDUALS OR COMPANIES PERFORMING SERVICES ANYWHERE ON SITE **MUST PROVIDE:**

- A COPY OF A CURRENT COLLIER COUNTY LICENSE, APPROPRIATE FOR THE SERVICES PERFORMED
- A COPY OF THEIR LIABILITY INSURANCE

Sign In:

You will sign in each day with the Tradewinds office prior to beginning work. It is required that a copy of your license and certificate of insurance is given to the owner prior to start of job. The Manager, depending on the "scope of work" will designate work area.

Hours of Operation:

All work, including clean up, shall be completed between the hours of 8:30 AM and 4:30 PM, Monday through Friday ... **NO WEEKENDS!** ! Except for emergency repairs and furniture deliveries.

Unloading and Parking:

Parking in the service entrance area is limited to 10 minutes for load/unload of tools and supplies. After loading/unloading operations are completed, vehicles must be moved to the **front overflow area**. All vehicles must be removed from the premises at the end of the workday.

Material Removal and Clean - Up:

Under no circumstances are the dumpsters to be used at any time! ! All materials must be taken with you. Unit owners doing their own work must also remove debris from the premises. This rule will be strictly enforced.

No personal furniture shall be discarded in the dumpster.

Tools and materials shall not be stored anywhere on the grounds or in the common areas of the condominium, overnight or between work periods.

You will be responsible for complete clean - up of the loading area, elevators, and hallways of all debris associated with your work to the satisfaction of the Manager. This also applies to an owner doing his own work.

Any clean - up required to be done by the Tradewinds staff will result in a mandatory \$50.00 minimum charge.

This payment will be due within 24 hours.

Any violation of the above rules at the Board's discretion will carry a \$100.00 fine for each violation and you will not be allowed to do any further work until fines and fees are paid. Our suggestion is that the owners subtract these amounts from their bill.

** * * Owners please give this to any and all rental agents, decorators, etc., who may be acting on your behalf to coordinate work done in your unit.*