

(form 15)

ISLAND DUNES ASSOCIATION, INC.

GENERAL RULES for ALL CONTRACTORS

TO:

ALL CONTRACTORS

FROM:

Jacqueline Thomas, CAM

Property Manager

NO DRILLING INTO THE CEILING OR FLOOR SLAB AS REGENCY IS POST TENSION CABLE CONSTRUCTION & DO NOT LEAN ITEMS AGAINST ANY WALL SURFACE IN THE COMMON AREAS OF REGENCY ISLAND DUNES.

All Contractors, Movers, or Delivery persons bringing any items into Regency Island Dunes must read and comply with the rules below:

- PARKING is at the South end of Building #1 and North end of Building #2
- UNLOADING materials is at Ground Level. NO TRANSPORTING TOOLS, EQUIPMENT or FURNISHINGS through the MAIN LOBBY DOORS. This includes Housekeepers with supplies. Refer to ELEVATOR PROCEDURES for MATERIAL TRANSPORT.
- All Contractors MUST BE OUT OF THE BUILDING BY 3:45PM. Elevator pads are removed at that time & all noise ends.
- You must IMMEDIATELY CLEAN ANY MESS YOU MAKE.
- Do not toss cigarette butts on the ground.
- If drilling into the ceiling or floor is a requirement, prior authorization from the
 Association is required. An x-ray of the slab will be mandated and performed by a
 contractor approved by the Association.
- MOVING & DELIVERY HOURS: Monday through Friday 8:AM to 3:45PM. No nights or weekends. No moving equipment or admittance of contractors any other time without prior authorization from the Property Manager.
- CONSTRUCTION DEBRIS must be hauled away by you. No construction material is permitted down the trash chute or put into Regency dumpsters.
- Be cautious of the wall and floor areas. You are responsible for the repair cost should you damage the faux finished walls or stain the common area carpeting.

if you have questions regarding any I have read and will comply with the	OF THE ABOVE, CONTACT THE PROPERULES AS WRITTEN ABOVE.	erty M anager.
Print Nam∈	COMPANY NAME	PHON€ #
Date and Security Officer on Duty:_		



(form 14)

ISLAND DUNES ASSOCIATION, INC.

ELEVATOR PROCEDURE for MATERIAL TRANSPORT

TO:

ALL MOVERS, CONTRACTORS & DELIVERY PERSONS

FROM:

Jacquelkine Thomas, CAM

Property Manager

THERE IS ONE ELEVATOR THAT SERVICES EACH TOWER IN THE BUILDING & THE ONLY TRANSPORTATION IF THERE IS A MEDICAL EMERGENCY.

The following procedures have been put in place to safely facilitate moves or deliveries. We aim to keep any inconvenience to other Residents at a minimum and safety at a maximum. For this reason, YOU MUST PROVIDE YOUR CELL #.

FOR LARGE DELIVERIES / MOVES / CONSTRUCTION PROJECTS:

- Back up to the Garage Opening close to the curb leaving plenty of room for vehicles to access and exit the garage parking area.
- 2. Transport items carefully through the garage. Use the Garage Lobby double doors to access the elevator areas.
- 3. Before pushing the elevator "call" button be certain you have items ready to load
- 4. Once the elevator arrives, carefully load from the lobby area; DO NOT LOAD THE ELEVATOR FROM THE TRUCK OR THE CONDOMINIUM UNIT.
- 5. Do not use anything in the tracks to hold the doors open.
- 6. Once the elevator is full, go to the floor where the items will be off-loaded.
- 7. Off-load the items from the elevator into the lobby area of the floor where the unit is located.
- 8. RELEASE THE ELEVATOR so other residents are able to use it
- 9. Place items into the unit.
- 10. CONTRACTORS: Once everything has been off-loaded and in the condominium, move your vehicle immediately to the Contractor Parking area located at the south end of the south building or north end of the north building. Be certain not to block the drive through car wash located at the west side of the north Contractor Parking area.

If there are any questions, or if you have concerns, please contact the Property Manager or Maintenance Coordinator at 772-229-0311.

I have read and will comply with the Elevator Procedure as written above.

Name	Сотралу Nате	CELL PHONE
Security Officer Name & Date:		