

2024 REGENCY ISLAND DUNES
Remodel Project Application

Please fill out both sides and return to Regency office manager: Regencyid8640@gmail.com

OWNER NAME: _____ BUILDING & UNIT #: _____

PHONE NUMBER(Regency): _____ PHONE # AWAYE: _____

CELL PHONE: _____ CELL PHONE (2): _____

EMAIL: _____ EMAIL (2): _____

Describe Remodel:

Estimated Project Start Date: _____ Estimated Completion Date: _____

Estimated Project Budget: _____

Can your project be scheduled during summer months? _____ Yes or _____ No

CONTRACTOR INFORMATION

General Contractor: _____ Phone #: _____

Contractor's Email: _____ Contractor's License #: _____

Project Manager: _____ Project Mgr. Phone #: _____

General Contractor Physical Address: _____

Contractor's Insurance Company: _____ Ins. Policy #: _____

Copy of Insurance attached? _____ Yes / _____ No

Electrician Subcontractor: _____ Electrician's License: _____

Electrician's Phone #: _____ Ins. Co. & Policy #: _____

Plumbing Subcontractor: _____ Plumber's License #: _____

Plumber's Phone #: _____ Ins. Co. & Policy #: _____

Flooring/Tile Subcontractor: _____ Flooring/Tile License: _____

Flooring/Tile Subcontractor phone #: _____ Ins. Co. & Policy #: _____

Misc. Subcontractor's: _____ Sub's License: _____

Misc. Phone #: _____ Ins. Co. & Policy #: _____

Copy of Regency Remodel Guideline Signature Page Attached: Yes _____ or no _____

Regency Application Fee of \$250.00 Attached: Yes _____ or no _____

Regency Application Fee of \$250.00 required for the following remodel projects:

Floor Replacement _____ Wall Removal _____ Kitchen Remodel _____ Bathroom Remodel _____

Ceiling Replacement _____ Window Replacement _____ Gutting or Demo work _____

Electrical Work (beyond replacing devices) _____ Replacing Plumbing _____

Replacing hot water tank _____ Sprinkler Relocation _____

If your project includes demolition, new electrical, new plumbing or new sliders, a St. Lucie Building Permit is required. Please refer to the St. Lucie County Website: <https://stlucieco.gov/departments-services/a-z/planning-and-development-services/permitting-zoning/permit-applications>. Please contact Mr. Doug Harvey, St. Lucie County Building Supervisor: 772-462-2186/harveyd@stlucieco.org with your specific questions.

St. Lucie County Building Permit Attached: Yes _____ or no _____

*****PLEASE NOTE: If any chipping/loud demolition work needs to be completed, please notify the management office 48 hours in advance.**

REGENCY APPROVAL

Project Approved by Architectural Review Committee: _____ Date: _____

Project Approved by Regency Board Representative: _____ Date: _____

V. ARCHITECTURAL CHANGES TO UNITS

A. GENERAL

1. Except for painting walls, installing carpeting, or replacing appliances without moving any electrical or plumbing (refrigerator, dishwasher, stove, oven, washing machines and dryers), all other changes to the unit interior require the Unit Owner to fill out and submit to the office either the resolution titled "Additions, Alterations and Improvements Application Form" (R2012-46) or the "Major Architectural Change Form" (R2012-51) available in the Association Office, Resident Services Desk or on the Association Website. The Board of Directors or the Covenants Committee, as appropriate, must approve such application(s) prior to commencing the work.
2. Each Unit Owner is responsible for ensuring that alterations and additions are done by contractors who are licensed and insured in the Commonwealth of Virginia, and made in accordance with all applicable governmental codes and ordinances and the provisions of this resolution (e.g. permits). In general, unless the contractor is replacing like for like without moving or replacing electrical lines or plumbing pipes, the county may require a permit. Proof of such must be provided to Management prior to commencing the work.
3. The Unit Owner of the unit to which any alteration or addition is made, whether or not approved by the Board and/or Covenants Committee, shall hold the Association harmless for any injury or damage to any person(s) or property resulting from or related to the alteration or addition made.
4. Management shall be given access to the unit throughout the renovation period in order to inspect the work being done. Any deficiencies to the work will be pointed out and the Unit Owner will be required to make the necessary changes.
5. The General Manager is authorized by the Board of Directors to approve routine applications for minor additions, alterations and improvements for which Association rules, regulations, or technical guidelines exist, defined on the application form available from the Association Office, Resident Services Desk or on the Association website.
6. All construction debris (paint, drywall, wood, flooring, framing materials, and a like) resulting from any work must be removed from the property by each contractor or Resident before 5:00 p.m. on the day it is generated unless other provisions are made, in writing, with management.
7. Water shut offs – There must be a 48-hour notice given to the office prior to any water shut off.
8. Sufficient carpeting or rugs and padding must be maintained on a minimum of eighty percent of the floor surfaces (excluding marble covered foyers, kitchens, closets and bathrooms) in units located over other units to adequately reduce transmission of sound between units. Bare concrete floors or epoxy (or other coating) covered bare floors are not

permitted, with the exception of those that received formal approval prior to August 24, 2020. The Covenants Committee or Board, as appropriate, may specify the thickness of padding and/or more extensive coverage when necessary to reduce the transmission of sound between units.

Floor covering other than padded carpeting may be installed only with prior approval of Management with the exception of marbled-floor foyers, bathrooms and kitchens within the unit's original floor plan. Owners must complete an Application to Install Hard-surface Flooring.

The intent of the Board of Directors in approving floor coverings other than padded carpeting throughout units is to permit Owners to select and enjoy the flooring of their choice, in a manner that does not cause a noise disturbance to others.

Management may approve applications for new hard-surface flooring that describe installation procedures which are in accordance with the applicant's flooring manufacturer's specifications and instructions. Hard-surface flooring shall be installed in a professional manner and in strict accordance with the manufacturer's installation procedures. Management shall inspect during and after installation to ensure compliance with this resolution.

The minimum acceptable acoustical specification that Management can approve for a hard-surface flooring application with an underlayment is Delta IIC23. Hard-surface material shall not be directly glued or applied to the concrete surface, and the installation shall follow manufacturer's instructions to isolate the floating hard surface floor from the surrounding partitions, walls, or other items that would create a bridge to the building's concrete structure or otherwise transmit impact sounds through the building. **Such installation does not remove the requirement for a minimum of 80% floor coverage by carpeting.**

Applications submitted without manufacturer's specifications and installation procedures will not be considered.

Adverse Management decisions will be forwarded to the Covenants Committee, along with the complete case record. The Covenants Committee may require an investigation including a sound transmission test. This provision does not exempt flooring installed without approval prior to the date of this resolution that is in violation of current Association rules. In such cases, Owners shall apply retroactively to the Management for approval of the floor covering in question.

Complaints of noise shall be referred to the Covenants committee, which has the authority to require Owners to take whatever steps necessary to rectify the problem, which may include sufficient carpeting, rugs and padding to be installed to eliminate the noise complaint, including requiring flooring to be covered by padding and wall-to-wall carpeting, should partial covering of such flooring fail to alleviate the complaint. Carpeting should not be less than 36 ounces per square yard. Padding

should not be less than 3/8 inch thick. Management will verify that installation is done properly.

It is the homeowner's responsibility to ensure that all flooring and carpeting installations are consistent with this Resolution. It is Management's responsibility to verify proper installation.

DATE:___/___/20__

TO: CARPET & TILE INSTALLERS

The following rules must be followed whenever you have an installation in any areas of Regency Island Dunes.

NEVER BRING MATERIALS THROUGH THE MAIN LOBBY OR CUT TILE ON BALCONIES

ACCESS to either building is through the north end or south end depending on which building your installation is located in. Maintenance will provide address. DO NOT USE the Association's luggage or plastic shopping type carts to transport materials. There are metal shopping carts with red signs labeled, "contractor use". **ELEVATORS:** Do not lock the elevator doors open. Bring your material into the garage lobby area before you push the call button for the elevator. Load the elevator and go to the designated floor. Unload items into the elevator lobby and immediately release the elevator. This is critical as there is only one elevator servicing each tower.

CARPET CUTTING AREAS: Carpet cutting areas are located at the north of the north building or the south of the south building. Under no circumstances is carpet cutting permitted in either garage or upper deck. Clean any residual carpet fibers from the common area immediately.

CERAMIC TILE CUTTING AREAS: Areas for tile cutting are located at the north of the north building and south of the south building. **Absolutely NO TILE CUTTING on balconies.** Staining and tile dust in the cutting area must be cleaned prior to leaving for the day.

CLEANLINESS: The elevator and other common areas must be left clean. If you are working inside a unit and there is construction dust from drywall, grout, etc, DO NOT TRACK IT INTO THE COMMON AREAS. If you do, your company will be held responsible for any related clean up costs. Restrooms are in the Cabana.

NO SMOKING in the buildings and do not toss cigarette butts on the ground.

CONTRACTORS' WORK HOURS: Monday - Friday from 8AM to 3:45PM with all trucks and service persons off site by no later than 4:15PM.

PARKING: All service vehicles must park at ground level and are strictly prohibited from parking on the upper deck.

I HAVE READ AND WILL COMPLY with the above rules as written.

PRINT YOUR NAME:_____

YOUR CELL PHONE #:_____

PRINT COMPANY NAME & PHONE #:_____

UNIT #:_____ BUILDING: (circle one) N S

REGENCY



ISLAND DUNES ASSOCIATION, INC.

ELEVATOR PROCEDURES for MATERIAL TRANSPORT

TO: ALL MOVERS, CONTRACTORS & DELIVERY PERSONS
FROM: Regency Management

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:

1. 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 can 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 General Manager at 772-229-0311.

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

Name

Company Name

CELL PHONE

Security Officer Name & Date: _____