



BAY HARBOR CLUB ASSOCIATION, INC.
CONTRACTOR POLICY

All owners of **The Club** (1025 92nd Street, Bay Harbor Islands, FL) must complete the following before starting any construction, remodel, or repair work in a residential unit.

Submit all materials to the Board of Directors, c/o PMI Sunshine State. Failure to comply may result in fines, liens, or legal action.

1. **Submit an Architectural Modification Request** to the Board for review and approval. Include a scope of work, drawings or diagrams, and material specifications.
2. **After approval, contractors must provide copies of their license, liability insurance, and permits from the Town of Bay Harbor Islands and/or Miami-Dade County.**
3. **Each contractor must submit a Certificate of Insurance (COI)** naming Bay Harbor Club Association, Inc. as an additional insured before work begins. Email to david@pmisunshinestate.com and board@bhcccondo.com. A sample COI is available at www.bhcccondo.com under Public Docs & Forms.
4. **Work hours are Monday through Friday, 9:00 AM to 4:00 PM. All workers must leave the property by 4:00 PM. No work on weekends or holidays.**
5. **Owners and contractors are responsible for:**
 - **Installing floor protection** (e.g., RAM Board) in all common-area hallways from the unit door to the elevators.
 - **Cleaning common-area hallways daily.** Floor protection must be removed during non-working hours and weekends.
 - **Cleaning elevator interiors daily and keeping them free of debris.**
 - **Cleaning exterior walkways and garage entrances** (if used) at the end of each workday.
 - Posting permits on the exterior of the unit door, visible to Town inspectors, management, and the Board for the duration of the project.
 - **Owners are liable for any costs incurred by Association staff or vendors to clean or repair damage to common areas caused by the work.**
 - **Material removal: All construction and repair debris must be hauled off-site. Do not use the building's trash, recycling, or curbside disposal.**
6. **Submit a \$500.00 security deposit to Bay Harbor Club Association, Inc.** by cashier's check or money order. The deposit is refunded within 30 days of completion, upon the owner's written notice to management. Any cleaning or repair costs will be itemized in writing and must be paid before the balance is refunded.

Owner Acknowledgment: I have read and agree to abide by the Bay Harbor Club Association policies and property requirements above.

Owner Name: _____

Date: _____

Signature: _____