

The Jupiter Beachcomber Condominium Association, Inc.

c/o Sea Breeze Community Management Services, Inc.

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Spalling/Paver Project- Spring 2019

In preparation for the upcoming spalling & paver project we are providing the following information whether you are going to be on site during the process or away from Beachcomber. If you will not be here during the work, please review the following items and make arrangements to have these items done in your absence, or before you leave.

Preparation Prior to the Start of Work

1. Please remove all valuable paintings, figurines or irreplaceable items from walls and shelves due to possible vibration from construction activities on the balconies.
2. If you plan on leaving for an extended period, cover all electrical devices & furniture: i.e. TV's, radios, computers, cable boxes, with sheets. Remember to unplug any electrical devices prior to covering them for protection.
3. Please remove all window & door screen frames from the balcony and store these screens inside your unit. Note: the contractor will not be held liable for damages to any screens that have not been removed and stored properly. The dust in screens is permanent and cannot be cleaned.
4. Please remove all furniture and or personal belongings from the balconies, this includes ceiling fans or any other fixtures not originally installed. Contractor will not be liable for Owner items left in the work area.
5. If possible, remove any mirrors that are on unit walls by the sliding doors
6. **Removal and reinstallation of all shutters, screens, tile, etc. are the sole responsibility of each unit owner.**

You can make arrangement with the spalling contractor doing this project for the Association or with another company of your choice. Depending on your unit, this work includes accordion shutter removal and reinstall, roll up shutter removal and reinstall, screen enclosure removal and reinstall and more as needed per each individual unit.

- a. Reasons to stay with the Association's contractor:
 - i. The permit from the Association's contract covers this work
 - ii. Work is schedule to complete each area before moving on.
 - iii. Warranties are validated as all work is from the Association's contractor and that work is audited by their internal inspectors.
- b. If you choose another company to do the work, you must do the following:
 - i. Provide the Association with their Company information as well as documentation showing they are licensed and insured in the State of Florida.
 - ii. You or your contractor will also have to pull Permits for their work.
 - iii. You or your contractor will have to coordinate their work with the work of the Association's contractor. If the schedule is not coordinated properly, the Association's

contractor may move on to another part of the project due rather than deal with delays on the overall schedule. Also, any work in progress by the Association's contract would be stopped and returned to later, possibly leaving units incomplete and potentially partially unusable.

- iv. The City will be responsible for inspecting the reinstallation.
- v. Warranties may be impacted depending on what your contractor is doing and how they do it.

Pricing from the Association's vendor- Properties of Elegant Distinction

SGD removal & reinstallation (Reinstall w/new bottom track and hardware if available): \$100 per Ln Ft
Accordion shutter removal & reinstallation using stainless steel fasteners, sealant in each hole: \$54 per Ln Ft
Roll up sun shades removal & reinstallation: \$70 per Ln Ft
Roll up shutter removal & reinstallation : \$75 per Ln Ft
Removal of screen enclosure: \$20 per Ln Ft
Installation of new screen enclosure: \$50 per Ln Ft

Shutter Removals and Reinstallations

1. As part of the repair project, hurricane shutters may need to be removed in order to perform structural repairs to the building. In such event, the shutters will be inspected to verify their condition prior to and immediately following removal. If the shutters are deemed to be in a safe structural condition, they will be labeled for reinstallation unless otherwise requested by the owner. Shutters that are to be reinstalled will be stored on the balcony or inside the unit if requested by the owner.
2. In the event that a shutter is determined to be structurally unsafe and cannot be reinstalled, the Contractor will dispose of the shutters unless otherwise requested by the owner. The Association will not be responsible for replacing shutters that cannot be reinstalled. The owners will need to install new shutters at their expense.
3. If your shutters were not Permitted by The Town of Jupiter at original installation, a Permit will need to be procured. The shutters will need to be Permitted and meet the requirements of the 2014 Florida Building Code prior to reinstallation. Shutters that were permitted at initial installation will be reinstalled to meet the Building Code in effect when they were initially installed.

Screened Enclosure/Rail Removals and Reinstallations

1. As part of the repair project, balcony screened enclosures (including the aluminum frame) may need to be removed in order to perform structural repairs to the building. In such event, the enclosures will be inspected to verify their condition prior to and immediately following removal. If the enclosures are deemed to be in a safe structural condition, they will be labeled for reinstallation unless otherwise requested by the owner. Enclosures that are to be reinstalled will be labeled and stored in a designated area near each building.
2. In the event that an enclosure is determined to be structurally unsafe and cannot be reinstalled, the Contractor will dispose of the enclosure unless otherwise requested by the owner.
3. The installation of new screened enclosures/rails will need to be Permitted through the Town of Jupiter as well as pre-approval from the Beachcomber ARB. Each unit requiring a new screened enclosure will need a separate permit, per the Town of Jupiter. The cost of a new screened enclosure and the associated permit fees will be each unit owner's responsibility.

Sliding Glass Door Removals and Reinstallations

1. In some units, the balconies have been enclosed and converted into interior living areas with sliding glass doors installed at the edge of the balcony slab.
 2. It is anticipated that some sliding glass doors may require to be removed to perform structural repairs to the building. Hellas Engineering and Golden Construction will perform an inspection of the doors to verify their condition prior to and immediately following removal.
 3. If the doors are deemed to be in a safe structural condition, they will be labeled for reinstallation unless otherwise requested by the owner. Doors that are to be reinstalled will be securely stored in a plywood box built by the contractor on your balcony.
- In the event that a door is determined by the Engineer to be structurally unsafe for reinstallation or replacement hardware is unavailable, a new sliding glass door will need to be purchased by the owner. All new door installations will need to be permitted with the Town of Jupiter prior to installation
5. If your sliding glass doors were not Permitted by The Town of Jupiter at original installation, a Permit will need to be procured. The sliding glass doors will need to be Permitted and meet the requirements of the 2014 Florida Building Code prior to reinstallation. Shutters that were permitted at initial installation will be reinstalled to meet the Building Code in effect when they were initially installed.
- A list of all sliding glass doors removed will be provided to the Building Department for permit verification.

Dust Wall Installations

1. Where sliding glass doors are to be removed, the contractor will install a plywood dust wall inside your balcony area. Access to your units will need to be provided from the interior to install dust walls.
2. 72 hours prior to the dust wall installation, the Board of Directors will notify you of the Contractor's schedule.
3. The dust wall installation will take anywhere from 2 to 3 hours to complete.
4. In preparation for dust wall installations, the owner will be responsible for moving all furniture away from the doors and removing all wall mounted paintings, pictures, mirrors, etc. within 6 feet of the sliding glass door. Additionally, all treatments (blinds, drapes, etc. will need to be removed from the sliding glass door.
5. The dust wall will provide separation between the work area and the rest of the unit. During the installation, you or someone who represents you must be home. If you do not have anyone to be home, the Association will provide someone to stay in your unit with the contractor's employees.
6. If no one is home at the time of the visit the Association will unlock the door and provide access for the contractor.
7. Once the wall is installed, all work will take place from the outside of your unit. No one will be coming into the unit until the repairs are completed.

Interior Finishes

1. As a consequence of the potential dust wall installations and the work that is to be performed inside units interior flooring (tile, marble, wood, etc.) will be removed, drywall and paint finishes may be damaged and ceiling finishes (popcorn, drop ceilings, knockdown, etc.) may be damaged.
2. The Association and the Contractor will **NOT** be responsible for repairing any damages to interior finishes. It will be each individual owner's responsibility to hire a contractor to repair these areas. The Contractor will perform all necessary structural repairs and provide a "decorator ready" area.

Balcony Tile Removals and Waterproofing

1. As part of the necessary repairs on the balcony areas, any existing tile or other floor cover installations will be removed. The extent of removal will depend on the extent of necessary repairs.
2. The Association and the Contractor will not be responsible for reinstalling tile or any other flooring removed from the balcony slabs.
3. If requested by an owner, the Contractor can remove the remaining tile or floor covering on a balcony and a polyurethane waterproofing system can be applied at the owner's expense. The finished product will provide a walkable surface. Sample finishes and pricing can be provided upon request.
4. Tile can be installed over the waterproofing at the Owner's expense. The owner will need to contract separately with a tile company for this work

Construction Areas

1. There will be no access to your balconies when concrete restoration is being performed. All balcony sliding glass doors will have blue film applied to the doors with tape around the perimeter. This will protect the glass and not allow access to the balcony during the construction. This is for your safety.
2. There will be no access to the construction work zone and or any equipment areas. The contractor will use caution tape and cones to block off the work zones. Please do not enter these areas. This is to ensure the safety of all parties involved.

The order of the work is as follows: L, I, G, D C, B, A, E, F, K

Please get back to me with your preference on how you would like to proceed on your shutter/screen/etc. work. We request that you get back to us no later than April 30th so our vendor can plan accordingly. Email is preferred : howard@seabreezecms.com and of course you can call the office 561-626-0917. If you do not respond by April 30th we will move ahead with the Association's vendor doing the work and you will be charged accordingly.

Respectfully,

Howard Rosenkranz, LCAM
On behalf of Jupiter Beachcomber COA, Inc.