

## **The easy guide to renovations at The Enclave.**

A guide for homeowners and contractors, preparing to do work on a unit in “Atlantic City’s Premiere Condominium Residence”.

An outline:

Please stop by the Management Office at least a week before you plan on having work done in your unit. This will insure the ability to file all necessary paperwork as required by the City of Atlantic City and any other regulating authorities.

- 1) A **Brief Procedural Overview** outlines the few simple steps required to perform work in a residential unit and includes an outline of all required paperwork.
- 2) Please complete the **Application for Renovation** (a copy is enclosed). This applies to either a scenario where the owner plans on doing the work themselves, or if the owner hires someone else to do the work for them.
- 3) The **Contractor Application** needs to be completed if someone else is doing the work for the owner. A certificate of insurance (issued by the contractor’s insurance agent) and a copy of their home improvement license issued through the State of New Jersey must be remitted along with the completed Application. If the owner is doing the work themselves, the office must have the owner’s insurance certificate for their unit.
- 4) The **Contractor’s Guidelines and Rules** should be issued to each contractor that plans on working in the unit. The owner should be familiar with the building’s policies.
- 5) The **Contractor/Vendor Authorization Form** is to be used to allow both a delivery person or contractor access to the building. It can also be used to allow the contractor to pick up a key at the Front Desk to gain access to the unit in the owner’s absence. This must be completed for each contractor and delivery person.
- 5) The **Owner Release for Uninsured Contractor** form must be used if the contractor has no insurance and no employees. The owner guarantees to indemnify the Association from all liability related to the work.

## **A Brief Procedural Overview:**

### **Prior to the start of work:**

- Office notified of work by unit owner. Office receives a copy of the following:
  - Completed Application for Renovation
  - **Proposal from Contractor detailing work to take place, signed by unit owner**
  - Completed Contractor Application
  - Completed Contractor Authorization form
  - Copy of Home Improvement License [issued by the State of NJ.]
  - Certificate of Insurance
  - Copies of Permits as required from The City of Atlantic City
- Office notes commencement date in schedule book with any requirements.
- Office prepares parking permit and ID tag(s) in advance. (when requested)
- Office assigns service elevator key in advance (when requested).
- Office returns a copy of The Application for Renovation to the Unit Owner, signed by the General Manager, signifying approval, as all needed information has been received by the Management Office.

### **On the day that work begins:**

- Contractor arrives at loading dock. Loading dock door is opened for contractor.
- Contractor proceeds to Management Office, signs in, picks up paperwork and elevator key, and returns to truck to unload, using service elevator.
- Once fully unloaded into unit, contractor moves truck to parking space in garage (if truck fits in garage) or on street.
- Contractor takes service elevator to unit and begins work.

# *The Enclave Condominium Association, Inc.*

3851 Boardwalk Atlantic City, New Jersey 08401  
Telephone: (609) 347-0400 Facsimile: (609) 347-0219

## **APPLICATION FOR RENOVATION**

### **OWNER INFORMATION**

Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Owner, if doing the work yourself, please list the details here: \_\_\_\_\_

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### **CONTRACTOR INFORMATION** (Please attach detailed proposal)

Company name: \_\_\_\_\_

Contact person: \_\_\_\_\_ License #: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

I have read and understand the Renovation Guidelines & Rules and the By-Laws of The Enclave Condominium Association, Inc. regarding major and minor renovations concerning the renovation work listed herein. I agree to abide by all Rules & Regulations and all By-Laws in carrying out the renovation work. I further agree to take responsibility to ensure that my contractors conform to all the existing By-Laws and Rules & Regulations of The Enclave Condominium Association, Inc. while they perform their renovation work here.

X: \_\_\_\_\_  
Signature of Unit Owner                      Unit #                      Date

X: \_\_\_\_\_  
Signature of Contractor                      Date

Approval is hereby granted to the Unit Owner to carry out renovation work as specified. This approval shall be withdrawn if any of the Rules & Regulations or By-Laws is breached in any manner by the contractor or workers.

X: \_\_\_\_\_  
Signature of Manager                      Date:

# *The Enclave Condominium Association, Inc.*

## CONTRACTOR APPLICATION

Today's date: \_\_\_\_\_

Contracting Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Home Improvement License #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Emergency phone # (must provide): \_\_\_\_\_

Employee(s) performing work (please print):

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Phone # Pager/Cell #

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Phone # Pager/Cell #

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Phone # Pager/Cell #

Company's Insurance Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Do you have the following insurance? A Certificate of Insurance naming The Enclave as additional insured must be provided.

General Liability \_\_\_\_\_  Worker's Comp \_\_\_\_\_  
Expiration date Expiration date

Excess Liability \_\_\_\_\_  
Expiration date

I certify the information listed above is true and correct and further, I certify that I possess a copy of, have read, understand, and will comply with the Enclave's Contractors Guidelines.

\_\_\_\_\_  
Signature Print your name Date

**PLEASE FAX TO 609-347-0219**

# *The Enclave Condominium Association, Inc.*

## **CONTRACTORS GUIDELINES & RULES**

1. The endorsement of Management and The Enclave Condominium Association does not constitute an approval of the Building Authorities. *The owner and the contractor must bear full responsibility to ensure compliance with all State and Local law* and other regulations as may be introduced and applicable from time to time by The Enclave Condominium Association.
2. You must supply a copy of your current Liability, Worker's Compensation, Automobile Liability Insurance Certificate and a copy of your Home Improvement license issued by the State Of New Jersey to Management. Applications for approval of renovation work must be presented at the Management Office during office hours. Applications must be submitted on the prescribed forms. All applications must include copies of all relevant plans, designs, permits, and approvals obtained from the authorities in respect to the intended renovations.
3. Owners must ensure that adequate measures are taken to protect the common property during the delivery or removal of materials by their contractors. A doormat & drop cloths must be provided by the contractor at the door entrance of the unit to prevent workers from soiling the common area. The common property affected during delivery or removal of materials must be left in a clean and tidy condition on completion of work each day. This includes vacuuming of hallways and elevators.
4. All renovation work should be confined to the boundaries of the unit and not intrude into the common areas. Hacking, cutting, trenching, or core drilling of structural slabs, columns, and beams are *strictly prohibited*.
5. All construction debris must be taken off site. Unwanted materials, debris, furniture, appliances, etc should not be left in the corridors, elevators, fire staircases, dumpsters, or any common areas of the building. Otherwise, they will be removed and disposed of without notice, and the cost charged to the unit owner concerned. Construction debris is not to be placed in the trash chute or dumpsters belonging to The Enclave Condominium Association.
6. No storage space will be provided on site. All articles/materials must be stored within the owner's unit.
7. All contractors/workers should use only the Service Elevator so as not to cause inconvenience to owners.
8. All contractors/workers must report to the Front Desk and **sign-in and out each day**. The Enclave personnel have the right to question any person in the building who is not signed in. Please inform all employees that there is this possibility. The Management of The Enclave Condominium Association reserves the right to refuse entry to any unknown person who cannot be verified.
9. Parking is limited in the garage to 1 vehicle per contractor on the 1<sup>st</sup> ramp *only*, availability permitting. Be aware of vehicle size limit at garage entrance before entering. For details, see the Management Office. At no time shall the total number of vehicles in the garage exceed the allowable number of vehicles per unit. This includes contractor's vehicles while working in the unit. **PARKING IN THE EMPTY LOT ON SEEDORF LANE, ACROSS FROM OUR LOADING DOCK IS STRICTLY PROHIBITED. THIS LOT IS UNDER CONSTANT SURVEILLANCE AND VEHICLES WILL BE TOWED.**
10. As the contractor that is renovating, it is your responsibility to ensure that the owner provides a unit key or completes necessary paperwork for the Management Office to issue a unit key at the Service Window during regular business hours. A key for Service Elevator use is available at the Management Office.
11. Any contractor/sub-contractor that is using a heat source i.e.: plumbing torch, etc., must have a Fire Extinguisher with them at all times. This must be reported to the Management Office so that

we can advise our insurance company accordingly. You are not permitted to use Fire Extinguishers belonging to The Enclave Condominium Association.

12. Please be advised that The Enclave Condominium Association reserves the right to make changes to the Rules and Regulations as needed to ensure the safety and comfort of all owners/residents.
13. Any owner who wishes to renovate their unit must ensure that renovations are conducted in accordance with local and state building codes and within the guidelines of the By-Laws, Master Deed, and Rules and Regulations of The Enclave Condominium Association, whether the work is being performed by an outside contractor or by the Owner, themselves.
14. It is the owner's responsibility to ensure that the contractor of choice is insured and licensed with the City of Atlantic City and State of New Jersey, and all proper permits are executed.
15. All renovations must correspond with the details and scaled drawings provided to the Association. All types of work expected must be listed and the expected completion date included.
16. Owners shall be responsible for the conduct and behavior of their appointed contractors. Any damages to the building and/or its equipment caused by the moving of furniture, appliances or other construction material shall be repaired or replaced at the expense of the owners concerned.
17. To ensure the safety and security of our residents, contractors are not permitted to receive FOBs from unit owners. Contractors are required to announce their entry and departure and to sign in and out when entering or leaving the building. Contractors are not permitted access to the building until 8 AM, Monday to Friday when the maintenance staff has arrived and properly prepared the Service Elevator. Contractors must leave the premises by 5 PM, Mon. to Thurs. and by 3pm on Friday. If the contractor is deemed a guest of the unit owner and is staying in the unit overnight, a FOB may be issued by the Management Office to allow access to limited areas, such as the indoor pool and fitness area, at the unit owner's request.

Owner's Initials \_\_\_\_\_

Contractor's Initials \_\_\_\_\_

**OWNERS AND CONTRACTORS MUST BOTH AGREE TO THE FOLLOWING:**

Work shall be permitted only on the below listed days and hours. Emergencies shall be at the discretion of Management. **No renovations are permitted during the summer season between Memorial Day and Labor Day.** Any renovation that is not completed by Memorial Day will be postponed until after Labor Day. Exceptions can be granted in the case of emergency or necessary repairs, such as the replacement of appliances or hot water heaters.

**CONTRACTOR HOURS:** Monday - Thursday 8:00 AM – 5:00 PM,  
Friday 8am to 3pm.  
**Memorial Day thru Labor Day (NO WORK)**  
**No Weekends, no holidays permitted**

**DELIVERY HOURS:** Monday - Thursday 9:00 AM – 4:00 PM, Friday 9AM – 3PM.  
No Weekends, no Holidays permitted

**CLEANING HOURS:** Monday – Saturday 8:00 AM – 5:00 PM  
Sunday 10 AM - 4 PM  
No Holidays (Only light cleaning permitted on Saturdays & Sundays),

Keys to the units area available with prior written authorization from the resident of the unit and can be obtained only at the management office.

If any paperwork needs to be completed, or if a key is needed, work cannot commence until after the management office opens.

**Office Hours:** 8 AM to 4 PM Monday thru Saturday. Sunday closed.

# The Enclave Condominium Association, Inc.

## CONTRACTOR/VENDOR AUTHORIZATION FORM

FAX TO: 609-347-0219

I, \_\_\_\_\_ am the  owner  tenant  realtor  
of unit # \_\_\_\_\_ .

I do hereby grant permission and authorization to the contractor/vendor listed below:

\_\_\_\_\_  
Company Name telephone number

\_\_\_\_\_  
Person(s) performing work telephone number

To gain access to my unit for the purpose of: \_\_\_\_\_

\_\_\_\_\_  
Work is scheduled to begin on \_\_\_\_\_

Work is scheduled to be completed on \_\_\_\_\_

- Do not sign out a key to this contractor. I have furnished a key for the duration of the project.
- Do not sign out a key to this contractor. I will be present for the duration of the project. Contact me at this number when they arrive: \_\_\_\_\_
- This contractor may sign out a key at the beginning of the project & *keep the key* for the duration of the project, at the end of which the contractor will return the key to the Management Office.
- This contractor may sign out a key at 9 AM and return the key no later than 5:00 PM on a daily basis as needed.
- Contractor information already on file.
- New Contractor - Application & Insurance required prior to start date (please have contractor call Management for a faxed copy)

***I shall hold The Enclave Condominium Association harmless while the key is not in their possession, and/or if the key is not returned to Management for any reason.***

X \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

# The Enclave Condominium Association, Inc.

3851 Boardwalk Atlantic City, New Jersey 08401  
Telephone: (609) 347-0400 Facsimile (609) 347-0219

## Owner Release for Uninsured Contractor

The undersigned, on behalf of himself or herself and any persons claiming by, through, or under him or her, or anyone else, damages resulting from work contracted in my unit by the contractor listed below, agrees to release and indemnify the Enclave Condominium Association, its successors and assigns, from all liability, future actions, suits, controversies, claims and demands whatsoever for or on account of any future loss or injury received, or claimed to have been received, by any person or property, claiming through the undersigned, or anyone else, in connection with the work being done in my unit. I (we) will be completely and totally responsible for the contractor listed below while that contractor is performing work for me (us) within the property of The Enclave Condominium Association, Inc. including but not restricted to all common areas and any privately owned property within The Enclave Condominium Association, Inc. I (we) intend to be bound hereby.

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone #: \_\_\_\_\_ Emergency phone #: \_\_\_\_\_

Unit Owner's Insurance Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Unit Owner's Insurance Company: \_\_\_\_\_

General Liability \_\_\_\_\_ Policy # \_\_\_\_\_  Worker's Comp \_\_\_\_\_ Policy # \_\_\_\_\_

Employee Liability \_\_\_\_\_ Policy # \_\_\_\_\_

• Please forward a copy of your Certificate of Insurance to the Management Office.

Date work is to start: \_\_\_\_\_ Date work to be completed: \_\_\_\_\_

Please print your name: \_\_\_\_\_

Please sign your name: X \_\_\_\_\_

X \_\_\_\_\_

Your unit number: \_\_\_\_\_ Today's date: \_\_\_\_\_