



2023

PORT ROYAL
OWNERS
ASSOCIATION



CONSTRUCTION HANDBOOK

This handbook is designed to guide residents through the process of renovating their condominium or townhome.

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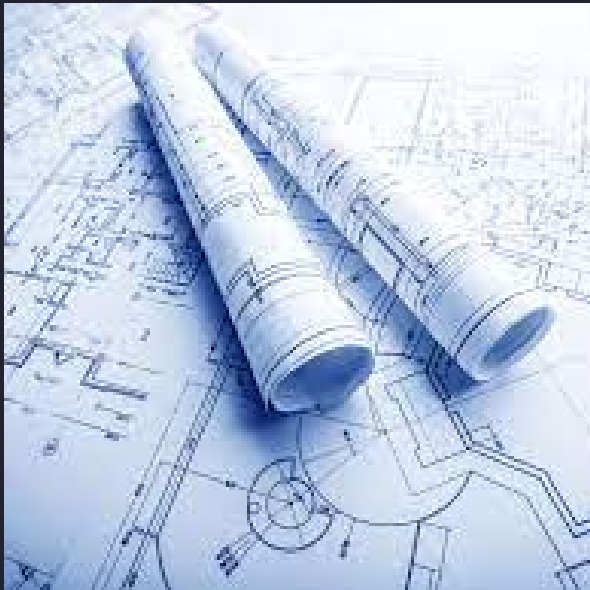
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SO YOU HAVE DECIDED TO RENOVATE



Now that you have decided to renovate your project is required to follow guideline set by the association, has to follow the requirements of the City of Pensacola and just as importantly it needs to be respectful of your neighbors. There is not a project in Port Royal that doesn't impact those around you. As a result we have put this guide together to help you work through the challenges ahead. It should be a resource for the unit owner, but also their contractors.

Please take your time and read through this handbook completely. Also share it early with your architects and contractors so they understand the requirements to work in our buildings. Many of the requirements in this handbook can have cost implications for your contractor. By making them aware of the regulations related to constructing here, you ultimately protect yourself from added costs later.

STEPS IN THE PROCESS



Identify your construction method and locate your contractors

Assemble your team. Whether that is a general contractor, a vendor doing a certain portion of your project or if you are going to be your own general contractor. Be sure to identify contractors that are insured and registered with the state of Florida.



Assemble your plans

Depending on the size of your project you may need to hire a registered architect to design your project. Assemble your plans and depending on the size of your project it may require to be permitted through the City of Pensacola. The permitting process insures that your project will be completed within the city's building code and insures safety for all of the residents.



Project Approval Process

Every project from the simplest bath reno to a complete renovation must be approved by the PROA's Architectural Review Committee. This process can take up to 30 days.



Construction Period

During construction the owners and contractors should pay attention to the rules for construction and work to minimize the impact on their neighbors.





PROJECT APPROVAL

It is required that the unit owner fill out the application online at <https://www.epmfl.net/arc>. On the online form you will be given the opportunity to upload documents to support your request. Plans, drawings and/or material specifications must be attached before the application will be considered. In addition, the unit owner must provide copies of the contractor's certificate of insurance and license. As soon as the request is submitted the Architectural review committee has 30 days to approve or deny your request. Once approved the unit owner must provide a copy of the building permit (if required by the City).



TOWER FLOORS 2 THROUGH 7 SPECIAL FLOORING APPROVAL REQUIRED

Port Royal along with most other condominiums have adopted strict rules related to installing new floors in the tower. These requirements have been put in place to maintain an acceptable level of sound transmission between floors. You must submit a new architectural modification application specifically for the flooring installation if you are on floors 2 through 7 of the tower.

When submitting this separate application you should include the following information:

- REQUESTED DATE OF INSTALLATION
- COMPANY PERFORMING INSTALL
- INSTALLER'S NAME
- INSTALLER'S ADDRESS
- INSTALLER'S PHONE NUMBER
- FLOOR COVERING (WOOD/TILE/OTHER) DESCRIPTION
- SOUNDPROOF/UNDERLAYMENT BRAND AND SPECIFICATION
- STC RATING AND/OR IIC RATING OF THE UNDERLAYMENT
 - (STC and IIC ratings MUST BE SUPPORTED WITH DOCUMENTED DATA ON SOUND TESTING. THE LABEL FROM BOX OR ROLL SHOWING STC & IIC RATING)
- Area/Location where floor will be installed Including total square footage

ADDITIONAL REQUIREMENTS OF UNIT OWNER

Unit owners need to document the installation so that the association can be assured what was approved was actually installed. Owners should keep receipts showing what was actually purchased. There should be photos available of the products used, the products actually being installed and a sign off at the end of the project that the installation contractor installed what was agreed to.



TOWER FLOORS 2 THROUGH 7 SPECIAL FLOORING APPROVAL REQUIRED THE DETAILS

ARCHITECTURAL MODIFICATION APPLICATION DETAILS

NOTICE AND ACCEPTANCE OF STANDARDS FOR CONTROL OF SOUND TRANSMISSION (STC) AND IMPACT ISOLATION CLASSIFICATION (IIC)- FLOORING COVERINGS

Pursuant to the Rules and Regulations of Port Royal Owners Association, Inc., A Condominium ("FLOOR COVERINGS"), hard and/or heavy surface floor covering, including without limitation tile and wood, cannot be installed in any part of a condominium unit, without the prior approval and consent of Port Royal Owners Association, Inc. ("THE ASSOCIATION").

The Association shall not approve the installation of any hard and or heavy surface floor coverings unless the aggregates sound isolation and acoustical treatment carries a minimum SOUND TRANSMISSION CLASSIFICATION (STC) of 65 or better (THE ASSOCIATION HIGHLY RECOMMENDS 70 OR BETTER) and a minimum IMPACT ISOLATION CLASSIFICATION (IIC) of 65 or better (THE ASSOCIATION HIGHLY RECOMMENDS 70 OR BETTER). The unit owner shall install the foregoing insulating materials in a manner that provides proper mechanical isolation of the floor coverings from any rigid part of the building structure, whether of the gypsum concrete and plywood subfloor (vertical transmission) or adjacent walls and fittings (horizontal transmission) under the required City permitting and inspection process.

If any installation of hard and/ or heavy surface floor covering shall be made in violation of these standards, the Association shall have the immediate right to prohibit any further installation or, if already installed, require that the floor coverings be removed at the unit owners expense and replaced with floor coverings and sound insulation which meets the above described standards. Balcony floor covering are strictly prohibited. Compliance with these standards is mandatory under the Declaration of Condominium and shall be enforced by the Association in the Circuit Court in and for Pensacola, Escambia County, Florida by an action seeking injunctive relief or specific performance. The undersigned acknowledges such rights and submits to the jurisdiction of the Pensacola, Escambia County Circuit Court for the enforcement of these standards described above. In the event that a judicial proceeding shall be necessary, the Association's costs to make the required corrections and the Association's reasonable attorney's fees (including trial and appellate fees) and court costs shall be charged against the unit owner, and such amount shall be secured by lien in favor of the Association against the condominium unit and shall be enforceable in accordance with the terms of the Declaration of Condominium.

A copy hereof shall be maintained in the Association's records and may be used in any enforcement proceedings of the Rules and Regulations of the Condominium Documents. No proposed transfer of title or lease of the condominium unit shall be approved unless the intended transferee or lessee shall have signed a copy of this Notice acknowledging receipt hereof and such transferee's or lessee's agreement to abide by and bound by the terms hereof. 2

PR Sound Control Spec & Acknowledgement 6/2016



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TOWER FLOORS 2 THROUGH 7 SPECIAL FLOORING APPROVAL REQUIRED

Procedures for installing flooring in your unit-

The following steps MUST be completed and submitted to Management before installing any new flooring service in the unit in order to avoid receiving a fine in the amount of \$100.00. Please note that if any flooring is installed without prior approval the Association shall have the immediate right to prohibit any further installation or, if already installed, require that the floor coverings be removed at the unit owner's expense.

1. An Architectural Modification Application must be filled out and submitted to Management prior to the work beginning.
2. Unless your unit is on the first floor you MUST purchase a special underlayment which will be placed underneath your tile or hardwood flooring. This underlayment must have a Sound Transmission Classification (STC) and Impact Isolation Classification (IIC) of 65 or better in order to be approved. Although Management will approve any underlayment which meets the minimum standard of 65, Management strongly recommends you purchase an underlayment with a much higher STC or IIC rating, preferably 70 or Higher. Proof of the STC and IIC rating are to be submitted with the application (ex: label off of roll).
3. Once the underlayment is purchased, a copy of the receipt must be submitted showing how many rolls of underlayment were purchased.
4. Once the above steps are completed then the application is considered approved and Management will sign off on the application.

Steps for Contractor Responsible for Floor Installation-

Once all the steps above are completed and your application has been approved by Management, you can begin the work in your unit. It is the responsibility of the unit owner to assure that the contractor is licensed and insured to perform the work in the unit.

1. Notify the Management office when the official start date of installation will be so the Management can show the contractor where to park while the work is being done.
2. All debris such as old carpet, tile, ETC. must be hauled off property at owner's expense. By no means can the contractor dispose of any debris in the dumpster or trash chutes located on property.
3. Work may be conducted in your unit Monday-Friday between the hours of 8AM- 5:30PM. Saturday work may be conducted between the hours of 9:00 AM- 5:30 PM.
4. Cutting of tile or hardwood flooring is not to be done in the common areas such as the breezeways or the balcony pertaining to the unit. All cutting of tile or hardwood flooring must be done inside your unit.



CONSTRUCTION RULES AND REGULATIONS

1. No owner may obligate the association for repairs without prior written approval of the association.
2. Hours for construction Monday through Friday shall be no earlier than 8:00 a.m. and no later than 5:30 p.m. Saturday work cannot begin before 9:00 a.m. and must end by 5:30 p.m. No construction work, defined as any noise-related activity, will be permitted on Sunday by contractors, workmen, owners, or tenants.
3. NOTHING CAN BE NAILED INTO THE WALLS ON THE OUTSIDE OF THE BUILDINGS, INCLUDING WALLS AROUND DECKS, PATIOS, BALCONIES, AND CEILINGS. IN THE EVENTUALITY OF A HURRICANE, PLYWOOD CAN BE INSTALLED ONLY BY USING A BRACE SYSTEM ATTACHED TO THE WOOD DECKING. IF AN OWNER INSTALLS PLYWOOD WITH NAILS INTO THE EIFS, THE OWNER WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO THE STUCCO COATING AND PLYWOOD BENEATH THE EIFS SYSTEM.
4. All unit owners must notify the management office when they are planning to make alterations to the interior or exterior of their unit prior to the commencement of any work on the unit. Some projects require the consent of adjacent unit owners and approval of the design plan by the Board. Please ascertain if this is the case from the association manager before proceeding with plans.
5. For remodeling that requires the moving of walls or any other structural changes, the unit owner must supply the Board of Directors with architectural/design plans, and these plans must be approved by the Board prior to the start of any renovation. The unit owner should provide a detailed scope of work, estimated duration of project, and names and contact information for contractors including plumbers and electricians, along with a copy of the contractor's license and proof of insurance. If the alteration requires consent of adjacent unit owners, these unit owners must also initial the final design plan as it is submitted to the Board.
6. All permits must be posted on-site while construction is underway.
7. As a result of past damage to the roofing membrane on the tower roof by contractors, any work (repair/replacement) on the air conditioning units on the tower roof is to be done by licensed and insured mechanical contractors. Please contact the management office for a list of contractors and to schedule roof access. It is important to call for roof access at least 48 hours ahead.
8. Flooring requirements – Board approval is required for new and replacement installations of hard surface floor coverings such as vinyl, tile, laminate and wood flooring in the tower. These installations require that a sound deadening material: such as cork, rubber or other appropriate acoustical underlay be used so that floors are adequately sound- proofed.
9. Balcony flooring – As of 2016, no tile may be installed on balconies.
10. The installation of any plumbing related products (hot water heaters, dishwashers, etc.) in the tower is to be done by a licensed plumber.



CONSTRUCTION RULES AND REGULATIONS

11. FOR WORK DONE IN THE TOWER:

A. Parking - No oversize construction vehicles are allowed in the interior parking lot of the tower. Parking is permitted opposite town homes 2-18 or along Port Royal Way

B. Elevator Use - Owners must notify the management office when they bring in or take out construction materials or equipment that necessitates the padding of the east elevator and the placement of the floor mat/coverings. Owner/tenant or contractor must obtain elevator pads which can be found in the Storage Room, located under the East Stairwell. They must be hung in the East Elevator prior to moving construction materials. DO NOT hang pads on wall panels. Instead, hook them to the lighting grids. Elevator pads must be removed and stored properly by 5:30pm. Under no circumstances should elevator pads be allowed to remain in elevator overnight. Construction related activity is limited to the East Elevator. The elevator should be loaded in a balanced manner. An elevator loaded to one side (even half of capacity) can derail the car. When moving long or tall items, pay attention to the overhead light diffuser—it breaks easily. The cost of repairing any damage to the tower walls, flooring, or elevators will be the responsibility of the unit owner. Note: Entry handicap ramp (not steps at entry) should be used with dolly or hand trucks when delivering construction materials.

C. Cranes: If a crane or other equipment is needed, it is mandatory that this is arranged ahead of time through management so that owners will be notified.

12. Workers may not use the Galvez Room restrooms. Unit owners must provide facilities in their units. If this is not possible, the owner can allow workers to use the pool restrooms but will be responsible for unlocking and locking the facilities.

13. Workers may not leave debris and construction materials in the halls of the tower overnight or at the exterior of any townhome. By 5:30 p.m. daily workers must clean up to minimize dust and dirt that can be tracked into neighbors' units. Contractors and/or owners are responsible to ensure that his/her workers have cleaned all common areas daily, from the unit door to the parking lot/ driveway.

14. Clean up: There is a faucet with hose located in the dumpster room that can be used for cleaning up. The cleanup area is located behind the covered parking in a designated pine straw area. This area is provided as a courtesy to workers. Workers are expected to pick up any debris and return hose to holder. Contractors and owners are to ensure this procedure is followed. 15. Designated Smoking Area: Workers in the tower may smoke only by the cleanup area on the back side of the covered parking. We ask that butts be placed in proper trash receptacles. There is NO smoking inside the common areas of the tower or outside the front or back of the building. 16. Dumpsters: Owners must call management at least 48 hours ahead to coordinate the location of any construction dumpster. If work is being done in the townhomes, the dumpster is to be placed in the owner's driveway. All dumpsters must be covered with a tarp. Full dumpsters should be emptied on a regular basis. Workers or owners must not use the tower trash dumpster to dispose of construction debris. It is for household waste only. Roll off dumpsters shall be limited to take up only 1 (one) parking space.

17. Damage caused as a result of or that was contributed to by any work done by non-authorized personnel hired by a unit owner will result in the cost of damage or repair of the same being borne by the unit owner. Any work done by authorized personnel without notifying the management office that work is to be done, such that no opportunity for supervision is possible, will result in the cost of any damage or repair being borne by the unit owner.

18. The contractor is responsible for notifying all work crews of parking regulations, work times, elevator protection, smoking area, clean up regulations indoor and outdoor and all guidelines as noted above. The owner is responsible for making sure that the contractor and his/her workmen follow all regulations.

19. In the event that any of the Port Royal constructions rules and regulations are not followed, owners will be fined and/or could be subjected to legal action.

PROTECTING COMMON AREAS



Hang Elevator Pads- They must be put up and taken down each day.

Work with contractor to either clean or change shoes when they leave unit.



Protect floors all the way out on particularly heavy load out days.

Monitor your contractors activities in the parking lot to be sure they are leaving a mess.



MUST BE POSTED ON UNIT DOOR.

ONSITE WORKER REGULATIONS

PARKING

Please park along the main road or across from town homes 2-18 (east side of carports). Interior parking area for tower residents only.

JACKHAMMERS

If possible, please let the owner know the day before you will be doing jackhammer work so we can give advance notice to all owners.

SMOKING

You may smoke in clean up area behind the covered parking by the water. Do NOT throw butts on the ground please! Find a trash can.

WORK TIMES

M-F: No workers to arrive before 8:00am!
Finish by 5:30pm.
(Saturday start time is 9:00am.)

BATHROOM

Please use bathroom in unit where you are working or obtain key from owner to Pool Bathrooms. Workers not allowed in Galvez Room.

LOBBY AUTOMATIC DOORS

There is a switch on the "auto opener" door mechanism that can be moved to remain open. Please do NOT block them open. If used, you MUST put sign on door to notify owners not to try & close doors manually.

UNIT DOOR

Please do not SLAM door or work with door open.

ELEVATOR PADS

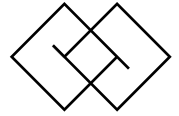
Pads must go in the elevator BEFORE you begin and be returned to storage prior to 5:30pm finish time.

CLEANUP

Hose is in dumpster room. Clean up area is behind the covered parking by the water. There is a sign posted. Put the hose back when finished.



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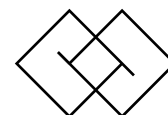


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I acknowledge that I have read and agree to follow the Port Royal Owners Association, Inc. Construction Rules and Regulations.

Unit Number _____

Company Name _____

Company Address _____

Owner #1 _____

Date _____

Signature

Phone Number _____

Owner #2 _____

Date _____

Signature

Authorized Signer _____

Date _____

Signature