

**CASA CASELLES  
CONSTRUCTION AND REMODELING  
RULES AND PROCEDURES**

**NOTICE TO OWNERS:** The following rules and procedures have been approved by the Board of Directors for use during construction and remodeling of individually owned units. The purpose of these rules and procedures is twofold: to ensure a peaceful environment for owner residents and to protect the common area and privately owned assets of the development.

In addition to these rules and procedures all owners are advised to report any damage or vandalism promptly to the President or a Board Member. The Casa Caselles security camera system has a playback feature that may be helpful in identifying the source of the damage.

**PRIOR TO BEGINNING CONSTRUCTION:**

Unit owners must submit the following to the Board of Directors for approval. Such approval or rejection shall be made within 30 days from the date of submission:

1. A renovation plan of work to be done.
2. A copy of the Key West building permit to include all construction and remodeling.
3. A copy of the general contractor's license and liability and workers compensation insurance policies.
4. A plan for debris removal that complies with Construction Rules and Procedures # 3 and # 4 listed below.
5. A copy of this document signed by the unit owner and general contractor acknowledging these rules and procedures.

**CONSTRUCTION RULES AND PROCEDURES:**

1. Construction hours are 8AM – 5PM Monday through Friday.
2. No work may be performed outside of these hours on weekends or holidays (Federal and Bank recognized holidays) without specific permission from the President of the Association or a Board Member in his absence. Such one time exceptions may be granted on a case by case basis. Construction involving repair to storm damage resulting from hurricanes or other weather events will generally not be limited to these hours.
3. No construction or landscaping debris may be placed in the Casa Caselles dumpster located behind the gate on Atlantic Boulevard. The Board of Directors has authorized a fine of \$500 for each infraction of this rule to be levied against the unit owner.
4. Construction dumpsters are to be placed on the concrete pad at the extreme East end of the Casa Caselles parking area on Atlantic Boulevard outside the gate.

5. The playing of radios or other music by construction workers is prohibited. Loud, obscene language is also prohibited.
6. Contractor and worker vehicles may only be parked in front of units in the common courtyard when necessary to unload/load tools and materials.
7. Large vehicles are generally prohibited from entering the common area courtyard and are not to be parked in the Casa Caselles parking areas. Exceptions will be granted on a case by case basis for delivery vehicles, lift vehicles and moving vans. Such exceptions are to be granted by a Board Member or a representative of the Board. The owner will be held responsible for any damage to the common areas caused by such vehicles. This damage includes, but is not limited to: fluid either leaking from or carried as cargo on such vehicles; compression or cracking of paver bricks in the common areas; damage to underground utilities; and damage to common area or privately owned assets.
8. The use of spray painting equipment is not prohibited, but owners and contractors will be financially responsible for any over spray to adjacent units, common areas and vehicles.
9. Construction materials are not to be stored in carports or courtyards for long periods of time, particularly during the June 1 – November 30 hurricane season.
10. The owner and general contractor are jointly responsible for furnishing each subcontractor and materials vendor with a copy of these procedures and rules.
11. These procedures and rules do not supersede the Casa Caselles Declaration of Covenants, Article IV. Unit owners are advised to familiarize themselves with the Declaration prior to beginning construction.

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Owner (print )

\_\_\_\_\_  
Contractor (print)

\_\_\_\_\_  
Owner (signature)

\_\_\_\_\_  
Contractor (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date