

## GREENWICH UNIT RENOVATION FORM

**This form must be submitted to the Greenwich Management Office at least ONE (1) month prior to commencement of work**

Date \_\_\_\_\_ Owner's Name & Unit No. \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Phone No. \_\_\_\_\_ License No. \_\_\_\_\_  
Insured By \_\_\_\_\_

Work to be performed \_\_\_\_\_

Any company or entity coming to perform work must follow the following regulations **in this order:**

- A. **Complete this form in entirety and submit it to the Office.**
  - B. **Provide the Greenwich Office with two copies of the City of North Miami Building Permits for all construction, plumbing, electrical, flooring, windows, etc.**
  - C. **Receive approval from Greenwich Condominium Board of Directors.**
  - D. **Post one set of the North Miami Building Permits on front door of unit.**
  - E. **Impact windows replacements must follow City of North Miami standards (¼ bronze), and requirements.**
- 1) **Working hours are 9: 00 AM to 4 PM Monday through Friday only. No work permitted on weekends or holidays.**
  - 2) A **\$1,500 REFUNDABLE** deposit is also required. This deposit will be refunded if there is no damage to the building. **The owner will be charged if damage is over \$ 1,500.00.**
  - 3) At the sole discretion of the Association, In the event of the proposed repair requires a review by an independent engineer on behalf of the Association, the owner will be charge for the cost.
  - 4) Contractors **must ONLY ENTER THROUGH THE BACK (WEST) DOOR.**
  - 5) Contractors **MUST use the service elevator.** The elevator must be covered by contractors for the transporting and removal of materials and debris. All companies involved with remodeling, repairs and construction must provide their own floor coverings (mats/pads, etc.) to the lobby floor, hallway carpets and elevator floor.
  - 6) **No work is to be performed in the hallways.**
  - 7) **It is strictly prohibited to dispose of any debris on premise.** It is the responsibility of the company to take anything left after work. **There is a penalty for using the trash chute for disposal of materials.**
  - 8) The company is responsible for bringing all necessary equipment. Greenwich Condominium will not supply any tools or staff to help.
  - 9) **ALL REMODELING/WORK MUST BE PERFORMED BY LICENSED AND INSURED INDIVIDUALS OR COMPANIES, AND OWNERS ARE RESPONSIBLE TO OBTAIN ALL NECESSARY PERMITS FROM THE CITY OF NORTH MIAMI PRIOR TO CONSTRUCTION (SEE ABOVE).**
  - 10) We must also receive a copy of the working company's license and Certificate of Liability Insurance (COI) in the "ACORD" format. In the COI the two boxes at the end -Description of Operation and Certificate Holder **MUST** have the following wording:

DESCRIPTION OF OPERATIONS/ LOCATIONS

**Greenwich Association, Inc. is included as additional insured with regards to the General Liability Coverage shown above.**

CERTIFICATE HOLDER

**Greenwich Association, Inc.**

**1470 NE 123 Street, Office. North Miami, FL 33161- (305) 895-0191**

- 11) Unit owner/resident are allowed on the roof **ONLY** if accompanied by a Greenwich staff. The Owner must reimburse Greenwich \$ 15.00 per hour with a maximum of \$ 50.00 non-refundable for a Greenwich employee to observe work to be done on the roof.

Work will begin on \_\_\_\_\_ to \_\_\_\_\_

Owner's Signature \_\_\_\_\_

\_\_\_\_\_ Approved/ Not Approved \_\_\_\_\_ Greenwich Board Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

\$1500 Deposit Received \_\_\_\_\_