

**CONTRACTOR GUIDELINES**  
for  
Imperial Golf Estates

The Articles of Incorporation and the Declaration of Covenants, Conditions, and Restrictions of Imperial Golf Estates Homeowners Association, Inc. give the Board of Directors the authority to promulgate and enforce reasonable rules and regulations for the health, welfare, happiness and peace of mind of the Members of the Association.

Accordingly, the following "Contractor Guidelines" have been developed for your information and use with those personnel and organizations you employ to work on your home and property.

All contractors and service personnel must be given a copy of the "Contractor Guidelines for Imperial Golf Estates" prior to the commencement of any work. These guidelines are available on the Imperial Golf Estates web site, [www.IGENaples.info](http://www.IGENaples.info) and from the Property Manager.

**1. Approvals**

- a. No work shall be started until all Architectural Review Board (ARB) approvals have been issued and, if required, construction deposit received by the Property Manager of the Homeowners Association.
- b. Failure to obtain approvals and submission of deposit prior to start of work may result in refusing contractors access to the site or injunctive or other relief.
- c. Any changes to the original, approved plans and work require additional approval from the ARB.

**2. Construction Traffic and Activity**

- a. Contractors shall limit construction traffic to routes designated by the ARB of the Homeowners Association.
- b. Whenever possible, parking and storage of construction equipment, dumpsters, portable toilets, vehicles and materials shall be on the lot being improved.
- c. Posted speed limits in Imperial Golf Estates must be obeyed by all construction contractors and workers.
- d. If possible, parking of construction and maintenance vehicles should be on the Lot where the work is taking place. If street parking is necessary, it must be on one side of the street to permit emergency and other vehicle access.

e. Owners must obtain ARB approval for the use and placement of dumpsters, portable toilets, and similar equipment on any Lot. In the "Building and Exterior Change Request", the Owner shall outline the scope of work requiring the equipment, estimate the time period that it will be on the Lot, and the route of delivery of the dumpster or equipment.

f. All construction and projects must be completed in a reasonable amount of time. If an Owner experiences an unexpected delay, the Owner must notify the ARB concerning the justification for the delay and to obtain ARB approval for the delay.

g. Homeowners must coordinate with the Front Gate for the entrance of contractors and service personnel.

### **3. Safety**

a. Homeowners, contractors and service personnel shall not place or store dumpsters, construction material, and equipment on the roadway without ARB approval. This approval will be temporary and items in the roadway must be identified as follows:

(1) Orange cones shall be installed during day light hours for visibility.

(2) Barricades with blinking lights shall be displayed during hours of darkness.

### **4. Signs**

a. During construction, the general contractors will be permitted to post one sign on the Lot not to exceed six (6) square feet. No subcontractor or other signs will be permitted. The sign will be removed at the completion of the work or project.

### **5. Site Condition**

a. Contractors must maintain construction activities on their project in a neat and orderly manner free of unsightly debris and/or hazards.

b. All construction projects require a dumpster to be installed on site to receive debris unless the debris is removed daily. All debris shall be placed in the dumpster daily and not allowed to accumulate on the site. Dumpsters must be emptied in a timely basis when full.

c. Contractors shall be responsible for the cleanup of debris from their operations found on roadway and adjoining lots.

### **6. Noise**

a. Noise from construction activities shall be kept to a minimum. Loud radios or similar distractions will not be tolerated.

## **7. Damages**

a. Contractors and/or Owners shall be responsible for the repair and replacement of any portion of properties, including but not limited to, landscaping, sidewalks, bike paths, drainage basins, concrete curbing, and roadways that contractors or their agents may damage and/or remove in Imperial Golf Estates and/or rights of way contiguous to their lot during the course of construction and all construction deposits may be used to satisfy or correct such damage.

## **8. Working Hours**

a. The rationale for the limitations of working hours for both home owners and service personnel within Imperial Golf Estates is to provide quiet for the neighborhood.

b. Construction, lawn care, and maintenance for both exterior and interior work shall start no earlier than 7:00 a.m. and continue no later than 6:30 p.m., Monday through Friday.

c. Construction, lawn care, and maintenance for both exterior and interior work shall start no earlier than 7:30 a.m. and continue no later than 4:00 p.m., Saturdays.

d. No contractor or vendor work shall be permitted on Sundays and holidays as defined in the Greater Imperial Board (GIB) Post Orders. These holidays are: New Year's Day, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas.

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