

# Marina Cay HOA Guidelines for Renovation of Units

Homeowners are encouraged to maintain and improve their property in a manner that reflects positively on the development as a whole. The following guidelines are provided in order to assist you in this task.

- Homeowners Must have contractors contact the HOA Property Managers before work can begin. They can also offer resources that can make your project safer and the process smoother.
- No changes to the exterior of the building may be undertaken without the submission of an architectural request to the board of directors. This may be addressed at either of the two board meetings that occur during the year, or if needed by contacting the board President or the HOA Property Manager with your request. If this procedure is not followed the exterior change may need to be reversed at the owner's expense.
- Generally, interior renovations do not require board approval. However, work involving structural change (for example, removal of a wall) do require submission of an architectural request and board approval. Evaluation by a structural engineer may also be required to obtain approval.
- As a courtesy to others homeowners and guest, renovations should take place in the off-season, Labor Day to Memorial Day. Contractors should be advised to work between the hours of 9am and 5pm Monday-Friday.
- Homeowners are strongly encouraged to use only licensed and insured contractors to renovate their units. This is particularly important when electrical, plumbing, or structural work is being done. Remember, homeowners alone are responsible if activity or elements in their unit causes damage to another unit.
- Owners (or their contractors) are responsible for the removal of construction debris and for maintaining a safe and tidy worksite. If HOA Property Managers needs to be involved in achieving this, the homeowner may be billed for this service. Please be considerate of your neighbors during this period.