

Directives to a Homeowner before beginning a job:

1. Homeowner: Before the work begins, you must inform the Unit Director, so the Association knows who is authorized by the unit owner to be working on the property. If this step is missed, work can be halted by the Association.
2. Homeowner: You need the Contractor to complete the **Condominium Vendor Requirements-Addendum to Contract** form that lists the Condominium insurance requirements.
3. Homeowner: You need a copy of the **Contractor's license**. Be sure they are licensed in Lee County.
4. Homeowner: You need a copy of the Contractor's **Certificate of Insurance for General Liability and Worker's Comp** or Worker's Comp Exemption form; with Myerlee Circle Condominium Association listed as an *additional insured*, at 6945 Dog Leg Way, Fort Myers, FL 33919
5. Your contract should state that all work is guaranteed and will be completed to code and manufacturer recommendations.
6. Your contract should include a clause about unforeseen damages require homeowner approval to proceed.

Questions & Directives to the Contractor

7. Ask the contractor: Do you hire subcontractors or do your employees do the work? Do you pay worker's compensation on these employees?
8. If hiring subcontractors, will an English-speaking onsite supervisor be here during whole job?
9. Ask the contractor: What's your payment schedule; deposit % and when is final payment due? Please add to contract in writing that I can hold back last 10% until I as homeowner inspect and accept, and until county required inspections pass.
10. Will you put scope of work in writing, and specific products to be used? Please ask for Manufacturer specifications for products to be used.
11. Ask the contractor: Do you the contractor guarantee to build to engineer's drawings, without revisions to drawings after the fact? Will you put this in writing?
12. Homeowner: Make sure each item you've discussed or agreed to is specifically listed in the contract. Verbal agreements do not count.
13. Ask the contractor: Define my warranty? What's covered, what isn't? How long is the warranty for? How do I go about beginning a warranty claim?
14. Ask the contractor: Are you pulling a permit? Please keep a copy for yourself and provide a copy to Unit Director.
15. Ask the contractor: What happens if the job doesn't pass inspection?
16. Inform the contractor: Contractor is responsible for removal of all waste materials from their work site, daily.
17. Inform the contractor: Contractors are NOT allowed to pull their trucks and equipment on to the lawns without first speaking with the Grounds or Unit director. Inform the contractor they are responsible for any damage to lawns or irrigation damages if they drive on lawns.
18. Inform the contractor: Contractors must carry all their equipment, supplies, tools, machinery, dump containers on and off the property daily, unless prior permission granted by unit director. 3 days is the longest a dumpster may stay on the driveway. And it **MUST** have plywood underneath the dumpster to protect the driveway.
19. Inform the contractor: Contractors must not park their work vehicles or trailers on the property overnight without prior permission from the Unit Director, and vehicles may only be parked in the maintenance lot. Limit of parking time is one week.

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