

L'AMBIANCE BEACH CONDOMINIUM ASSOCIATION, INC.
4240 GALT OCEAN DRIVE
FORT LAUDERDALE, FL 33308
P: 954 565-2980 F: 954 565-8014
Front Desk: 954-565-3015

DELIVERY & CONTRACTOR ENTRY PROTOCOL

1. All contractor activity, deliveries, and moving both in and out of the building needs to be scheduled through the Management Office.
2. All Vendors and Contractors must provide the Office with proof of insurance including General Liability, Worker's Compensation, Automobile, and licenses (State of Florida and Broward County/City). The only exception for Worker's Compensation exemption is for Contractors who are **Owners** of the company, and are not bringing **any employees**. Insurance Certificates must name **L'Ambiance Beach Condominium Association, Inc., as an Additional Insured.** **A copy of each person's Driver's License or photo ID must be presented to Security upon arrival.**
3. All Vendors and Contractors, including accompanying employees must sign in at the front desk upon arrival. They must leave a driver's license or other photo identification with Security upon arrival which will be returned when they sign out for the day.
4. All vendor and contractor trucks must be capable of parking within the garage, or must park down the street (South of building) in the designated public parking lot. All on-site vehicles must be parked by Valet. Contractors and Delivery personnel may call the front desk at 954-565-3105, to request permission to pull into receiving to drop supplies, however large trucks are not permitted.
5. Upon checking in, the front desk will have the Security Guard meet the Contractor or Vendor at the entrance to the garage to provide further instructions.
6. Deliveries are permitted between the hours of 8AM and 4:00PM Monday thru Friday, except during Holidays (Please see paragraph 8).
7. All workers and delivery personnel are to work between the hours 8:00 AM and 4:30 PM Monday through Friday. **ALL WORKERS MUST BE OUT OF THE BUILDING BY 4:30 PM, unless specifically authorized by Management.**

8. No contracted work may be performed on Saturday or Sunday, or on the following Holidays: The Monday before Easter through Easter Sunday and the first day of Passover, (i.e. the day of the first Seder), Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day and the following day, and Christmas Eve through January 1st, unless otherwise approved by Management.
9. All large-scale move-in and move-outs must be scheduled through the Management office. A **\$200.00 moving fee** will be charged to offset the cost of security personnel used to accompany movers. Large scale shall be defined as the initial move in, delivery of furnishings, replacement of furnishings as a result of condo renovation, or removal of furnishings due to a sale or lease of the condo unit. The Association shall require a **refundable deposit of \$5,000.00**, payable one (1) week in advance of the move date. If the damage deposit is not received within the appropriate time frame as indicated above, the move will be cancelled and moving personnel will not be permitted to enter the building. Once paid, this deposit will be immediately refunded after the move is complete, and an inspection of the common areas and common elements has been performed by Manager, and no damage was observed. If damage is observed by Manager, the amount of such damage shall be established and deducted from the deposit. The deduction for damages, if necessary, shall be made without any legal action required. In the event damages are determined and the established repair and/or replacement amount exceeds the deposit held by the Association, the Owner(s) and/or Lessee(s) of the Unit shall, within five (5) business days of notification, deliver additional funds to the Association's office in the amount necessary to make full and complete repairs. If the Owner(s) and/or Lessee(s) fail to pay the excess damage amount, the Association will go to court and the Owner(s) or Lessee(s) shall be liable for all attorneys' fees.

Large scale deliveries must also be scheduled at least one (1) week prior to the move-in or move-out with the Front Desk (954-565-3105). Unit Owners are responsible to provide access to their unit.

10. Contractors are **required to cover common area carpeting** from the elevator to the unit, or as otherwise directed by management to protect the carpet. Manager will inspect the carpet upon arrival of the Contractor and before protective covering is applied. Manager will again inspect the carpet once the work is complete and the covering removed. Owner/Contractor will be responsible for the cost of any damage to the carpet or the surrounding walls, doors, and elevators. If any damage remains unpaid, the Association will assess the Unit Owner(s) for the cost of common area repairs and collect such amount in accordance with F.S. 718.

If you have any questions, please call the Management Office at 954.565.2980.