

Club Raphael at Pelican Bay

7117 Pelican Bay Boulevard, Naples, Florida 34108

Phone (239) 593-9611 ♦ Fax (239) 597-3684

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CONTRACTOR RULES

CHECK IN AT GATEHOUSE – Owner(s) must contact the office, and follow up in writing by fax or e-mail, to authorize access to their unit(s) for all contractors and vendors. Access Control Attendant at gatehouse will direct contractor to park and visit management office / front desk to sign in.

PARKING – We have limited parking available at St. Raphael. Parking is permitted around the perimeter of building only. Do not park in front of fire hydrants or near curbside landscaping. Contractors are prohibited from parking near the front entrance by the fountain area.

OFFICE / FRONT DESK SIGN IN / OUT – All contractors must sign in and out at the front desk or management office. If front desk / office are providing a key for unit access, you will be asked to leave a set of keys (or driver's license) at the front desk / management office. These items will be secured at front desk / management office until you return unit owner's keys.

VENDOR APPROVAL TO WORK AT ST. RAPHAEL – All vendors must provide a Certificate of Insurance for their general liability and workers comp coverage, listing Club Raphael at Pelican Bay Condominium Association, Inc., as an additional insured. We also require a copy of all State of Florida licensing. This may be faxed to our office at 239-597-3684. Some contracted work that adds to or changes structure requires office approval (i.e., hurricane shutters, moving walls, adding screened in areas, etc.). This type of work requires prior approval from the Board of Directors.

ELEVATOR USAGE – Owner(s) must call ahead to reserve the service elevator so that we can pad out the elevator and schedule only one contractor at a time. Contractors must ALWAYS use the service elevator only. This is marked clearly on the elevator entrances. Elevators can be "locked out" for contractor use when moving items such as furniture, tile, etc. Ask at front desk / office to have elevator locked out. All elevators will be inspected prior to and after use.

WORKING HOURS – Contractors are permitted to enter the property after 8:00 a.m. Work may be done between the hours of 8:30 a.m. to 4:00 p.m., Monday – Friday. Keys for unit access can be signed out starting at 8:30 a.m. and must be returned no later than 4 p.m. No weekend hours will be permitted without prior approval of management.

BUILDING / UNIT ENTRY – All contractors should use the garage level elevators to enter the building or access units.

PUBLIC FACILITIES: There are no public facilities available at St. Raphael. We do not have lunch room or kitchen facilities. Common area grounds cannot be used for lunches or breaks.