

INFORMATION FOR ALL UNIT OWNERS and CONTRACTORS

Before you contract “any” work to be done in your unit, which includes cleaning services and moving companies, you must be sure to have the contractor provide specific documentation that must be sent to the Manager’s office before work commences.

The manager’s office phone number is 239-949-7339 for any questions; the fax number is 239-949-7091, e-mail lascalaatthecolony@msn.com

All contractors and vendors need to provide the following to the manager’s office and to you:

- A) Lee County license Type B*
- B) Liability insurance and casualty insurance with unit#*
- C) Proof of workers compensation form*

You should request that the contractor/vendor require their insurance to name the association as an additional insured. Should an uninsured worker injure himself or herself and the contractor does not have insurance, the association will be named to cover the medical expenses and possible compensation and damages. The association’s insurance will not cover this loss or claim. This is to protect you and the association in the event of a law suit which could be in the millions of dollars.

Please adhere to the policy of getting the ‘proper paperwork’ for your protection.

The following also applies:

***Access to unit** is to be arranged by the unit owner, who will notify the Manager.*

***Elevators** - all contractors “must use the service elevators” only.*

***Trash** is to be removed daily, trash chutes may not be used by the contractors.*

***Work Area** – all work must be done inside the unit, no cutting, sawing, sanding or spray painting is to be done on the balconies.*

***No Smoking** – the building is non-smoking.*

***Work Hours** – construction hours are 7:45AM to 3:45PM – Monday – Friday. Contractors will be given other pertinent information in regard to the requirements of the building when meeting with the Manager of the building. Contractors and workers are not permitted to wander about the building.*