

# Xanadu POA Construction Rules – Board Approved

For any construction project that has been reviewed and approved by the Xanadu POA and its Architectural Review Committee (ARC), the following Rules shall apply.

The ARC Chairperson, Linda Gore, manages the ARC as a subcommittee of the Xanadu POA Board.

The ARC coordinates information with the Jupiter Management (JM) Property Manager: Peggy Greene.

1. Please provide final Approved Plans to Jupiter Management Company prior to the commencement of construction.
2. Deviation from the Town of Jupiter Approved plans, and the plan set in the possession of Xanadu POA, must be advised and/or provided to the ARC Chairperson or Property Manager.
3. Prior to commencement of any construction, the construction bond payment must be in the possession of the Xanadu POA.
4. The Member (Property Owner) must provide Xanadu POA Property Manager and/or ARC Chairperson with two-week notice before anticipated commencement of actual construction.
5. Prior to immediate commencement of construction, the Property Owner, GC and ARC Chairperson, Designated ARC member or Designated Board Member, will tour the property to record any pre-existing damage. Photos or video is preferred for a factual record.
6. No signage of any nature (e.g. GC/Builder) other than the Permit Box, shall be allowed on the Property Owners (Members) lot during the construction period.
7. The Property Owner and GC shall abide by the following work rules:
  - a. The Property Owner shall be responsible to oversee all activities of the General Contractor (GC) and its vendors, contractors and sub-contractors. It is not the responsibility of the Xanadu POA, nor the ARC, nor the neighbor Owners to oversee the construction project, but rather it is the sole responsibility of the Property Owner (as Member within Xanadu POA).
  - b. The Property Owner shall ensure the GC and its contractors are properly insured for General Liability, Workers' Compensation, Auto liability, Commercial Liability. Evidence shall be provided to the Property Owner and may be requested by the ARC at any time.
  - c. The Property Owner shall review the **Xanadu POA Amended and restated Declaration of Covenants, Restrictions and Conditions** to ensure they are fully aware of the Xanadu POA rules and restrictions, including this summary document.
    - i. Section VI Residential Restrictions (C), (D), (E), (F),(H), (I), (J), (J.A), (O), and (T).
      1. Item T refers to allowed work times which are Monday through Saturday from 7:30am to 8:00pm, no work is permitted on Sunday or holidays.
    - ii. Section VII Plan Approval (All).
    - iii. Section VIII Duration, Remedies and Amendments – (All) Violations and Fines.

# Xanadu POA Construction Rules – Board Approved

- iv. The Architectural Requirements Acknowledgement Sheet shall be signed and delivered to the ARC Chairperson or Property Manager before Construction can commence. Failure to do so may result in a fine per day beginning the day prior to actual commencement up to the day the Acknowledgement is received by Xanadu POA and the construction site is found in compliance with the Xanadu POA and ARC guidance.
  
- d. Vehicle Access:
  - i. The Property Owner shall provide its discreet gate code to the GC for the GC use. The Property Owner and GC, and its contractors and vendors are not to manually attempt the gate opening for any reason. Contact the Property Manager during normal business hours. Failure to follow this instruction may result in repair costs being charged to the Property Owner as the Gate access area is under video surveillance.
  
  - ii. At no time are any vehicles associated with the activities of the Property Owner, or Owner’s lot, to block, impede, hamper or generally disrupt the normal flow of traffic on Xanadu Place or any cul-de-sac. No more than two (2) contractor vehicles are to be parallel parked on Xanadu Place without prior approval from the JM.
  
  - iii. Any vehicle that spills any liquid, damages any common area such as the Xanadu Main Gate, Mail Houses, Xanadu Place roadway, Miami Curbs, Common area signage, Landscaping, or the property of others shall be responsible for the cost of repair. The Property Owner shall advise the Property Manager if there is Any damage, to which the Property Manager will gather all affected parties to determine an adequate resolution (Like Kind and Quality).
  
  - iv. The GC is encouraged to drop off necessary daily supplies on the Owner’s lot and park excess vehicles on Beach Road (AIA).
  
  - v. The Lot shall be cleaned on a daily basis and no residual debris shall be left that may blow around or cause a visual nuisance.

Owners are reminded of their responsibility to control the actions of contractors and workers hired by the Owner or general contractor to ensure that no other Owner and neighbor is inconvenienced or denied the quiet enjoyment of their property.

## Reviewed and Accepted – Property Owner/Member

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Construction Plan No: \_\_\_\_\_

GC Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

JM or ARC Acceptance: \_\_\_\_\_/\_\_\_\_\_