

# Contractor Guidelines for Clubside Reserve

Approved April 11, 2011

- All Contractors must have a Collier County license and follow all the proper procedures of Collier County.
- Contractors insurance must comply with the insurance Guidelines
- A Collier County Building permit must be obtained.
- The REQUEST FOR REVIEW and MODIFICATION REQUEST Acknowledgement forms needs to be filled out with all the pertinent info attached before the Building Committee and then the Board can act on a request.
- The NOA (Notice of Acceptance) must also accompany the application.
- Clubside Reserve Condominium Association in the Vineyards should be named as additionally insured as well as the unit owner.
- The Board is required to send all applications to the VCA for their after approval.