

**GRAND BAY CONDOMINIUM ASSOCIATION
REQUEST FOR ALTERATIONS, MODIFICATIONS OR ADDITIONS**

Grand Bay Condominium Documents, especially the Declarations, must be understood and followed for any alterations affecting units, limited common elements, or common elements of our building. These documents are recorded in Collier County records and can be made available through our property manager.

Date: _____

I/We, (Owner of Record) _____, hereby request approval by the Association for the modifications shown below to unit number _____ at Grand Bay

Home Phone No. _____ Work Phone No. _____

ALTERATION BEING REQUESTED: (Please describe in detail on another page if necessary)

Please include the following for the contractor and every subcontractor for the project:

Please place a check mark next to items you have attached

- Dates of commencement and completion for work (notify BOD if dates change)
- Name of Company Performing Work
- Certificate of Insurance
- Certificate of Workers' Comp. Ins.
- Copy of Occupational License
- Permits **required** for any work on the following:
 - Plumbing
 - Electric
 - Any demolition that requires removing or rerouting electrical

Note: Applicant understands and acknowledges that any approval of the work requested under this Application is subject to the Applicant agreeing to pay all costs associated with any code upgrades required as a result of the requested work. Applicant also agrees to pay for any damaged incurred by the work being done, and to indemnify the Association from any said damage.

DRAWING ATTACHED:

If no drawings are attached, please use the area provided on page 2 of this form.

I/We hereby make an application to Grand Bay Condominiums for the above-described item to be approved, in writing.

I/We understand that approval of our request must be granted before I/We can have the job started. I/We also acknowledge that we could be forced to have the item removed if it is installed without approval. I/We also acknowledge that if this request is granted "AS PRESENTED", the work must be completed as presented.

I/We also acknowledge that installing wall and floor protection in the elevators is our responsibility and it needs to be installed and removed daily.

GRAND BAY CONDOMINIUM ASSOCIATION

Contractor Rules For The Owner:

It is strongly recommended that Owners be in residence when having any work performed in their unit. It is the Owner's responsibility to supervise those performing work inside their unit and ensure that all rules are being followed.

Prior to having work performed in your unit, or any supplies delivered, a fully completed request form must be submitted to Management by the Owner. It is the Owner's responsibility to ensure that their work request form has been approved before any work is allowed to begin. The City of Marco requires permitting for many remodeling projects. Simple improvements such as installing a new electrical outlet or replacing a toilet require a permit. If you have any questions regarding the work request form, call the Management Company.

Rules For The Contractor:

The work request form must be approved before any work may begin. It is recommended that Contractors meet with the Management Company to discuss the scope of the work to be performed.

Work hours are between 8:00 A.M. and 5:00 P.M. Monday through Friday. All work must stop by 5:00 P.M. No work allowed on nationally designated holidays.

Contractors and all subcontractors must be licensed and insured. All Contractor and Subcontractor documentation required on the first page of this Request must be attached to this Request in order for it to be considered complete, otherwise the Request will be returned to the unit Owner to remedy.

All required permits must be posted on the unit door before work begins.

If the scope of work requires water pipes or fixtures to be removed or altered, a licensed plumber must perform that work. If the work being performed includes the replacement of any water shut off valves or water stops, contact Management for further information.

Work vehicles may pull up to the building for drop off and pick up only and must be moved immediately thereafter to the visitor parking area.

Common area floors must be covered at all times during the daily work hours to protect from damage during construction. All construction trash and debris must be taken off the premises daily. The building's waste containers should not be used to discard construction materials. If the Contractor is having a dumpster delivered, he must contact management to discuss placement and it must be placed on plywood to avoid damage to the brick pavers. **All walkway areas must be cleaned up daily by 5 p.m.**

Paint brushes and equipment must be taken off the premises for cleaning. No cleaning is allowed on the grounds or common areas. Any construction residue (ie drywall footprints on walkways and parking lot pavement) must be cleaned up daily.

When performing any work that might set off the smoke detectors (sanding, drilling, painting, etc.), a temporary cover must be placed over the detector to prevent a false alarm. The City of Marco Island Fire Department charges, per incident, for all false alarm calls and that charge will be billed to the Owner.

Be courteous to our neighbors and to the Management company employees.

Damage caused by the Contractor to any common area of the building will be the responsibility of the Contractor and/or Owner. Repair to the damage must be completed within 48 hours. Any damage to any frame or building paint is the contractor's responsibility.

Walkway wall repairs may require the entire wall be repainted to insure a satisfactory paint match.

The Contractor is required to review this list with all his employees and subcontractors and to leave a copy in the unit.

Windows and sliding glass doors must meet specifications in the guidelines included with this ARC Form. Storm Doors must be Larson

Front door should be 8-Paneled door shown in the flyer included with this ARC Form

*****No cranes on property at any time*****

The Contractor and the Owner are required to sign this form stating that they have read these rules and will require themselves and others working under their supervision to abide by the same.

Signature of Owner

Signature of Contractor

Print Name and Title of Above

Print Name and Title of Above

The above request for modification to unit number _____ dated _____ has been:

[] Approved

[] Disapproved

[] Approved with the Following Changes:

Dated: _____

By: _____