

## **The Sands of Marco Condominium Association Procedures for Modification, Renovation, or Maintenance of Units.**

Scope: This procedure is to be followed for any modifications, renovations, or maintenance to units at The Sands of Marco Condominium Association with the exception of items noted below.

Before completing non-emergency maintenance, modifications, or renovations (work) to any unit, a Modification Request form must be submitted to The Sands of Marco office for review and approval by the Property Manager and the Board of Directors.

The Property Manager will review the request and determine if any further information is required. The Property Manager will determine if there is a need to escalate any issues for the decision of the Board of Directors; and if so, will expedite it through email or phone calls. If any aspect of the modification appears to be in violation of The Sands policies or standards, the Owner will have the opportunity to explain or appeal to the Board of Directors or their assigned representative.

Any such work that involves outside Contractors to be on site, will require submission of current and up-to-date license and insurance certificates to The Sands office.

In the event of an emergency repair that needs to be addressed immediately, the Unit Owner is accountable to verify that the service provider is licensed and insured. The Unit Owner should notify the Property Manager of the event and the remediation as soon as possible.

Once reviewed and verified by the Property Manager, it is the Owner's responsibility to provide all Contractors The 'Sands Contractor Policy.'

Any work that involves modification to electrical, plumbing, or the modification of walls, will generally require a City of Marco Island Building permit, which must be obtained by the General Contractor (GC), or each Sub-Contractor.

Owners may do general maintenance to their own units. This is characterized as work that would not require a City of Marco Island building permit. This would include painting, updating of door and cabinet hardware, trim, accent tiles, window treatments, etc., of a general 'cosmetic' nature.

Due to the restrictions and requirements to install proper sound barrier protection under tile, laminate, and luxury vinyl flooring, Owners are NOT to install their own floor tile, laminate, and/or luxury vinyl unless they are a licensed installer in the State of Florida, and follow the same procedures as a Contractor, including verification and evidencing of the proper sub-floor, to The Sands of Marco Property Manager.

The Property Manager, the Board of Directors, or any individual Board Member does not have the authority to grant exceptions to the provisions of the condominium documents or these procedures, without a vote of the full Board.

# **The Sands of Marco Condominium Association Procedures for Modification, Renovation, or Maintenance of Units.**

## **Instructions, Application, Manager Assessment, The Sands Contractor Policies, Contractor Information Sheet and Contractor Indemnification Agreement**

### **Instructions**

1. Read carefully the enclosed Request Application and accompanying documents.
2. Direct any questions to The Sands of Marco Office, the Property Manager and Board of Directors
3. Complete the applications, attaching documents that describe in detail the proposed modifications or alterations.
4. Sign the application as indicated
5. Submit the applications with accompanying documentation to The Sands Property Manager and Board of Directors, who will review and return it to you and will advise you whether the application has been approved or denied, if the application is incomplete, or whether additional information is required.
6. The Board of Directors, any individual Director, and the site manager do not have the authority to grant exceptions to the provisions of the condominium documents.
7. All work must conform to all applicable codes, statutes, regulations, condominium documents, and rules and regulations of The Sands of Marco Condominium Association, Inc.
8. No alterations or modifications to the common elements or limited common elements are permitted.
9. Lanai Floor Covering Notice:  
As a condition for Board Approval of the Unit Modifications/Renovations application, which may include replacement of lanai floor covering, it is mandatory to notify The Sands of Marco Association Property Manager to arrange for the base surface of the lanai floor to be professionally waterproofed before any tile or other covering is reinstalled.  
The waterproofing is a two-step process that must be done by a qualified professional service so that the concrete below is adequately protected. The Association is being proactive in preserving the infrastructure (of the concrete and rebar supporting the lanais) to avoid future water damage resulting in expensive stucco/concrete repairs.  
The cost for this shall be the responsibility of the Unit Owner.



**installation of the final flooring product (excluding carpeting).**

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Notes:

This document is not required for interior painting-only projects.

This document is not required if replacing existing carpeting or adding carpet over existing flooring. However, it is recommended to review with The Sands Property Manager to ensure that it meets all requirements, so that an Owner is not required to redo work that does not meet the requirements.

All other projects will most likely require permitting with the City of Marco Island.

All projects must be completed by a licensed and insured Contractor. License and proof of Insurance must be submitted to The Sands of Marco Condominium Association Office Property Manager once the project is approved.

My/Our Signature below will certify that the proposed alterations/modifications comply with the provisions of The Sands of Marco Declaration of Condominium, Articles of Incorporation, Bylaws, Rules and Regulations, and Building Standards, as well as the provisions of this document and all applicable governmental codes and regulations.

I/We also agree to obtain all permits, licenses, certifications, or other documents required by all applicable governmental agencies or authorities.

**Indemnification: UPON APPROVAL OF THIS APPLICATION, I/WE WILL ASSUME ALL LIABILITY AND AGREE TO PAY ALL COSTS TO CORRECT AND REPAIR ANY DAMAGE INCURRED TO THE COMMON ELEMENTS OR ANY OTHER UNIT AS A RESULT OF THESE MODIFICATIONS, AS WELL AS ANY ADDITIONAL MAINTENANCE COSTS THAT MAY BE INCURRED BY THE ASSOCIATION OR OTHER UNIT OWNERS.**

I/We also indemnify and hold The Sands of Marco Condominium Association, Inc, harmless for any damage caused by or related to these modifications.

Attached please find the following additional information:

- Floor plan of unit showing proposed changes.
- Copy of contract for proposed changes including plans and specifications.
- Contractor Information Form, including license number, proof of insurance, and Indemnification Agreement.

Owner Name [Print] \_\_\_\_\_

Signature \_\_\_\_\_

Owner Name [Print] \_\_\_\_\_

Signature \_\_\_\_\_

Unit \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_

Phone/Text \_\_\_\_\_

**(The Sands Office Only)**

**Application Action**

The above Application for Modifications/Alterations dated \_\_\_\_\_ for Unit \_\_\_\_\_ has been:

- \_\_\_ Approved
- \_\_\_ Approved as noted below
- \_\_\_ Disapproved

Property Manager

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

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**In all cases the Property Manager must inspect, with the Contractor, before any opened walls are covered with drywall, to determine that no common elements or other units have been damaged or the structure has been compromised or altered by the project.**

**Disclaimer:** Approval of this application shall not in any way be considered as a representation that the work approved hereunder is in compliance with building and/or fire codes. It is solely approval of the work as it relates to the governing documents of The Sands of Marco Condominium Association, Inc.

For the Board of Directors:

Director's Name [Print] \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

1. Return original executed copy to Unit Owner applicant.
2. File copy in unit file with the Property Manager
3. File copy in Units Under Modification file with the Property Manager.
4. Send copy to General Contractor