

BAYFRONT PLACE CONDOMINIUM ASSOCIATION
MODIFICATION REQUEST FORM

Owner: _____

Unit #: _____

Cell#: _____

General Description Of Work: _____

Requirements:

1. Copy of plans.
2. Copy of building permit to be provided before work commences.
3. Contractor's license certificate valid through the construction period.
4. Contractor's proof of Liability and Workers' Compensation Insurance valid through the construction period.
5. A deposit in the amount of \$2,000 payable to Bayfront Place.

All work is to be performed within the requirements of Bayfront Place's Modification Requirements which is part of this application.

Date Received by Volhr Corporation: _____

Approved: _____ Rejected: _____

Date Approved or Rejected by Bayfront Board Of Directors: _____

Signature Of Board Of Director's President: _____

BAYFRONT PLACE CONDOMINIUM ASSOCIATION

OWNER AND CONTRACTOR ASSURANCE AGREEMENT

OWNER AND CONTRACTOR AGREE TO PERFORM THE WORK IN ACCORDANCE WITH BAYFRONT PLACE'S RENOVATION REQUIREMENTS AND THE FOLLOWING:

1. All alterations and modifications will comply with the provisions of the Bayfront Place Declaration of Condominium, Articles of Incorporation, Bylaws and all government codes and regulations.
2. Will be responsible for any damages to the common elements and limited common elements as a result of the work being performed.
3. Will obtain the necessary permits from the City of Marco Island.
4. Only licensed and fully qualified subcontractors and individuals/entities will be utilized.
5. If common areas are used for assembling or storing materials or for prep work during the work day, these areas will be cleaned and the material stored in the unit or removed at the end of the work day.
6. Work day hours will be Monday through Friday from 8:00 am to 5:00 pm.
7. Owner will be responsible for reimbursing Bayfront Place for the actual cost of damages to the common elements and limited common elements and any increased cost of maintenance as a result of the work being performed. The owner will either directly pay the contractor for the cost of the necessary repairs or reimburse the association, at the association's option.
8. Work will be ceased immediately if any of these provisions or the provisions of Bayfront Place's Renovation Requirements are not followed. Work can resume when the BOD deems the work is back in compliance and on the date determined by the BOD.
9. Contractors are responsible for protecting the elevator walls (using pads) and floor and protecting the walkways and pavers and all common areas.
10. Contractors are responsible to load the elevator no higher than its maximum weight capacity.
11. Whenever a commercial dumpster is required on-site, appropriate materials will be provided by the contractor to protect the pavers from the dumpster.
12. If the renovations take both of the unit's bathrooms out of service, requiring the renovation crews to use the bathrooms by the pool, the unit owner will be charged \$25.00 per week to cover the extra cost of cleaning the bathrooms.

Start Date:_____ Estimated Ending Date:_____

Owner's Signature:_____ Date:_____

Contractor's Signature:_____ Date:_____

Contractor's Name (Print)_____

BAYFRONT PLACE MODIFICATIONS

Purpose of this document is to provide information on when an owner must apply for the Association's permission for doing renovations, the work requiring approval, and how to apply for approval.

Work needing completion of and submission of the Modification Form and BOD's approval and may only be performed between May 1st and October 31st:

Removing or building walls

Jobs requiring a dumpster on site

Sprinkler system modifications

Needing a building permit other than for normal repairs like replacing a toilet

Removal of more than three (3) cabinets in a room

Floor tile work covering more than 65 square feet

Work that can be done year around:

Painting

Lanais are limited common elements and need approval to be painted and must be painted the association's color

Carpeting

Appliances (Stove, refrigerator and D/W)

Replacement of plumbing fixtures

Replacement of electrical fixtures

Replacement of counter tops

Replacement and repairs of HVAC

Hot water heater

Conditions under which work can be done that would ordinarily not be allowed in Season:

Damaged caused by an adjacent owner such as water damage from above

Disaster such as flood or fire

Natural disaster

PROCEDURE

Complete and submit the Renovation Request Form to Volhr along with:

Name of Company Performing Work

Certificate of Insurance

\$2,000.00 Deposit

Certificate of Workers' Comp. Ins.

Copy of Occupational License

Permits (Where necessary). Application may be made while the permitting process is ongoing and approval can be granted subject to the necessary permits being issued. This will allow the Owner to move forward while waiting for the permits to be issued.

After Volhr reviews the submission for completeness it will be forwarded to the BOD for final approval or rejection and determination if it can be done in the time frame requested by the Owner.

Submit to: Volhr Corporation, email @ 2maintenance@volhrcorporation.com, fax: 239-394-4110 or mail to 1000 North Collier Blvd., Suite 9, Marco Island, FL 34145.

No construction debris can be put in Bayfront Place dumpster or recycle bins.

Contractor will prevent damage to walkways.

Owner/Contractor contacts Volhr for elevator pads when necessary.

Owner is responsible for any damages to the Common Elements caused by their renovation, any cost will be deducted from the \$2,000.00 deposit.

If the Owner has not received a response to their Modification Form request within thirty (30) days it shall be deemed approved.

Upon completion of the work the Owner can request to either have their deposit returned or credited to their account.

If a project is not completed on schedule and completion would require work to continue into the "season" such work can only continue with the BOD's permission. To obtain such permission a request must be made in writing explaining how much time is required, what caused the delay and what the ramifications will be of not being able to continue the work. Should the work continue into "season" without the BOD's permission the unit owner will be assessed \$300.00 per week while the work continues without permission.

BOD has the authority to approve any exception to these rules.