

**CAMELOT
CONDOMINIUM ASSOCIATION INC.
OF MARCO ISLAND**

c/o Volhr Corporation
1000 North Collier Boulevard., Suite 9
Marco Island, Florida 34145
Tel (239) 389-3600 Fax (239) 394-4110
Email: 2Maintenance@VolhrCorporation.com

**Unit Modification Form
Request for Alteration, Modifications or Additions**

Date Submitted: _____

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

Home Phone #: _____ Cell Phone #: _____

ALTERATION BEING REQUESTED: (Please describe in detail as size)

Please include the following:

- | | | |
|--------------------------------------|--------------------------------|------------------------------|
| * Name of Company Performing Work | * Certificate of Insurance | * Contractor Rules Form |
| * Certificate of Workers' Comp. Ins. | * Copy of Occupational License | * Permits (Where Applicable) |

Note: Applicant understands and acknowledges that any approval of the work requested under this Application is subject to and contingent upon Applicant being responsible for all costs associated with any code upgrades to Association property that will be required as a result of the work requested hereunder, and in signing this Application, Applicant agrees not only to pay for any such costs, but to further indemnify and hold the Association harmless therefore, as well as for any damage incurred to Association property in connection with the work requested.

DRAWING ATTACHED:

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

I/We hereby make application to the Camelot Condominium Association, Inc. of Marco Island 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.

Should this Application be approved, Applicant agrees to pay for all costs associated with any code upgrades to Association property that will be required as a result of the work approved, as well as any damage incurred to the Association property in connection with the requested work; Applicant agrees not only to pay for any such costs, but to further indemnify and hold the Association harmless therefore.

Signature of Applicant

Signature of Applicant

Print Name and Title of Above

Print Name and Title of Above

Please sketch your improvements to scale and in the in the location of existing structures on the property.

A full-page sheet of white graph paper with a light gray grid. The grid consists of small squares, approximately 1 cm by 1 cm each. There are 20 columns and 20 rows of squares, creating a total of 400 small square units. The grid lines are thin and evenly spaced, covering most of the page area.

Please return form and all information to the address listed on page one.

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

☐ Approved

☐ Disapproved

☐ Approved with the Following Changes:

Dated: _____

By: _____

CAMELOT CONDOMINIUM ASSOCIATION INC. OF MARCO ISLAND

Unit Renovation or Reconstruction Rules and Regulations

All substantial renovations of condo units requires prior board approval. This does not include simple replacements such as new carpeting or painting, but does include any renovation that requires flooring or wall replacement, or any construction that require getting into the wall spaces such as new openings or wall relocation.

A deposit in the amount of \$1,500 must be left with management to be placed in an escrow account. The cost of repair of any damage will be taken from the deposit. If the damage is in excess of the deposit, the unit owner will be billed for the difference. If the difference is less, it will be returned to the owner. It is the owner's responsibility to settle any differences with the contractor. The owner should not make the final payment to the contractor until after the project is completed and the common area is inspected for damage by management.

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, a fully completed unit modification request form must be submitted to Management by the Owner. It is the Owner's responsibility to ensure that their 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.

Rules For The Contractor:

The 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.

1. Work hours are between 9:00 A.M. and 5:00 P.M. Monday through Friday. All work must stop by 5:00 P.M. Major renovations can only be undertaken between May 1st and November 1st.
2. Contractors must sign in and out every workday in the front lobby regardless of which entrance they are using for access or material deliveries.
3. Contractors are responsible for daily clean up of common areas.
4. Upon completion of the project, the contractor must meet with the building manager to inspect for any damage done during construction.
5. Contractors must be licensed and insured.
6. All required permits must be posted on the unit door before work begins.
7. When transporting tools and materials, make sure to use protective floor covering. Contact the Management Company 24 hours prior to starting the project to ensure that the elevator pads are installed.
8. Unit doors must be kept closed at all times. Contractors must not be given a front door key.
9. All construction trash and debris must be taken off the premises. The building's waste container should not be used to discard construction materials.
10. Paint brushes and equipment must be taken off premises for cleaning. No cleaning is allowed on the grounds or common areas.
11. 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. Additionally, the fire panel may require service to reset after an alarm sounds. These charges will be the responsibility of the Contractor and/or Owner.
12. Be courteous to our neighbors and to the management company employees.
13. Damage caused by the Contractor to any common area of the building will be the responsibility of the Contractor and/or Owner. Repairs to damages must be completed within 48 hours. Hallway wall repairs may require the entire wall be repainted to insure a satisfactory paint match.
14. The Contractor is required to review this list with all his employees and subcontractors and to leave a copy in the unit.
15. 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