

## PUNTA RASSA CONDOMINIUM ASSOCIATION UNIT REMODELING REQUEST

This form was approved by the Board of Directors November 2, 2010

Articles 9.3 and 9.6 of the Declaration of Condominium for each of Phases I, II, III and IV of the Association imposes numerous requirements and restrictions concerning the modification and alteration of a condominium unit within Punta Rassa. As stated, "No owner shall make or permit the making of any structural modifications or alterations in a unit without first obtaining the written consent of the Association Manager."

In addition to the restrictions and requirements imposed by the governing documents, please be advised that any modifications or alterations to a unit must comply with, in addition to all requirements under the governing documents, all permitting, inspection, and contracting requirements imposed by local, state and federal law. Failure to comply with any of these restrictions will subject you to fines, not only from the Association, but also the County and/or State of Florida. For example, if you attempt to do anything that requires a permit such as replacing windows, making any structural alteration, plumbing alteration or electrical alteration, your failure to hire a licensed contractor or failure to obtain the prior written consent of the Association Manager shall subject you to fines and penalties. In addition, failure to hire a licensed contractor may limit your ability to seek recovery against the contractor under Florida laws and regulations.

If you are not sure a permit is required for the work, or if you have questions about a Contractor's licensing requirements, please contact Lee County at 239-533-8329. **Be Aware: Please contact Lee County or the Punta Rassa Manager if you are asked by your contractor to apply for the permit. Under applicable law, except in limited circumstances, State law requires a contractor to obtain the permit where work will be done by a licensed contractor.**

In the office we have specs for windows, screen doors, tile, wood floor with floor sound proofing, and water heaters for your information. Water heaters must have a square drip pan in lieu of a round one. Engineering specifications for enclosing lanais with hurricane glass are available for a cost of \$350. It is mandatory that you use these specs because of the standard of construction required to support the installation. Please consult the governing documents pertaining to your unit for additional specifications concerning various restrictions on particular unit alterations or modifications.

**To perform work in unincorporated Lee County, contractors must have a State issued license which is registered in Lee County Certificate of Competency (a.k.a. Local License) which is applied for and issued through Lee County. Please note that an occupational license or business tax license does NOT constitute a valid contractor's license under Florida Law (Chapter (455) or Lee County Ordinances (including Lee County Ordinance 00-26).** Additionally, the licensed contract and/or you as unit owner, must submit proof of liability insurance and worker's compensation insurance to the Association Manager together with your unit modification request form.

**FAILURE TO COMPLY WITH THE UNIT MODIFICATION REQUIREMENTS, INCLUDING THE FAILURE TO OBTAIN THE PRIOR WRITTEN CONSENT, WILL SUBJECT YOU TO A FINE FROM THE ASSOCIATION, IN THE HIGHEST AMOUNT PERMITTED BY LAW AND THE GOVERNING DOCUMENTS OF THE ASSOCIATION. UNIT MODIFICATION FORMS ARE AVAILABLE ONLINE AT [www.puntarassa.org](http://www.puntarassa.org) OR IN THE OFFICE.**

Punta Rassa Condominium Association Inc. 1/10/2011  
15008 Punta Rassa Road, Ft. Myers, FL 33908  
Phone: 239-466-9148 Fax:239-466-9331 E-mail [puntarassaoffice@gmail.com](mailto:puntarassaoffice@gmail.com)

## UNIT REMODELING REQUEST DESCRIPTION

Areas affected (Circle all that apply): Kitchen, Dining Room, Bathroom, Living Room, Bedroom(s), Foyer/Hall, Balcony, Other (explain): \_\_\_\_\_

Description of work to be done:

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General Contractor/ Contractor(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Please attach the following information for your General Contractor and/or each Contractor(s) or sub-contractor(s) involved with this project:

1) Company Name: \_\_\_\_\_

2) Company Phone #: \_\_\_\_\_

3) Foreman responsible for work: Name/Phone: \_\_\_\_\_

4) Copy of following from each Contractor:

a. State License registered in Lee County or Certificate of Competency

b. Proof of Insurance: Liability Insurance, Worker's Compensation Insurance, Automobile Insurance.

c. Signed Contractor's Rules and Regulations form

Date work is scheduled to begin: \_\_\_\_\_

Number of days to complete project: \_\_\_\_\_

*I/We are aware that as the unit owner(s), I/we have agreed to the provisions of this Unit Modification Form and I/we take full responsibility for the conduct of anyone associated with this project and full responsibility for payment of any damages incurred by the Association or other unit owners in connection with the work performed on my/our behalf.*

\_\_\_\_\_  
Owner (printed name) Building and Unit Number

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Owner (printed name)

\_\_\_\_\_  
Owner Signature

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# Owner, Contractor & Association Responsibilities

## OWNER'S RESPONSIBILITIES:

- 1) Submit fully completed Unit Modification Packet and all required documentation to the Association before work begins. **(Please note that submission of a completed form is required before the Association will approve any alteration or modification to a unit.)**
- 2) Acquire and retain signed "Approval to Perform Work" from the Association before the work begins.
- 3) Consult Association concerning applicable specifications. (Recommend gaining approval before signing vendor contract as well.)
- 4) At any time during the course of the approved modification/alteration, promptly advise the Association in writing of any alterations to information in the submitted Unit Modification Form before being implemented.
- 5) Please remember to notify the Manager's Office of your Arrival and Departure from your unit so we will know where to contact you if we need to.
- 6) Owner is responsible for the conduct of those associated with project. The Owner will pay any costs incurred by the Association due to a contractor working in said owner's unit.
- 7) When a permit is issued, a copy must be filed with the Punta Rassa Administration Office to become a part of permanent records.

Date \_\_\_\_\_

\_\_\_\_\_  
Unit Owner printed name                      Unit Owner signature                      Phone

\_\_\_\_\_  
Contractor printed name                      Contractor signature                      Phone

Association Manager signature: \_\_\_\_\_

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# Contractor's Rules & Regulations

**Work Hours: Monday – Friday 8:00AM – 4:30PM**

**No work is permitted on Saturdays, Sundays or Holidays unless an emergency and approved, in advance, by the Manager**

General Contractor/Contractor attests that permits will be obtained for any work requiring one, and that said work will be inspected by the appropriate agency. Further General Contractor/Contractor agrees to comply with the below rules and regulations, as applicable to the project.

- Do not use Association Grocery Carts or Valet Butler Cart.
- Place a drop cloth in front of unit doors.
- Place a runner from the elevator to the unit when using a cart, dolly, etc.
- Place nothing against common area wall, unless wall is protected with padding.
- Keep hallways, elevator & lobby clean at all times. Work will be halted until cleaned.
- Use elevator as directed by Manager.
- Don't hold elevator doors open, request a key if needed to load/unload
- Construction debris is to be removed from the premises, not placed in dumpsters, trash chutes or drains.
- Cleaning must take place off property or self-contained until removed.
- Park in spots as directed by staff.
- You must sign In & Out at the Managers Office.
- Tile removal must be done with a floor-removing machine rated at 70 decibels.
- Need for dumpster/other items to occupy Association space, must have manager's approval.
- All safety standards for the applicable industry, OSHA and general common sense must be followed at all times.
- If there is potential for dust, smoke, fumes, etc that might trigger the fire alarm, manager must be notified on a daily basis. If the fire alarm is activated without prior notification, the person/company responsible will be required to pay a \$100 plus any fine charged to the Association by the Fire Department.
- Please report promptly to the Managers Office any damage caused to Association property whether or not you are the responsible party.
- Any directions or notice given by the Association to the Designated Project Foreman will be considered notice to the contractor.
- I understand that any cleaning costs or damages to common areas caused by acts or omissions by my company, or those directed by us, will be reimbursed 100% by my company within 15 days of receipt of the bill.

**NON-COMPLIANCE MAY RESULT IN YOU/YOUR COMPANY BEING BARRED FROM THE BUILDING**

I have read and understand all the Rules and Regulations as stated above:

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_  
(printed name)

Contractor Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

## **OWNER/CONTRACTOR COPY**

### **Contractor's Rules & Regulations**

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