

Name:
Bldg # _____ Unit # _____

***PUNTA RASSA CONDOMINIUM ASSOCIATION UNIT MODIFICATION REQUEST PACKAGE**

This form was approved by the Board of Directors July 21, 2008

Section (V) (ii) (c) & Section (VIII) (3) Section (XV) (6) (A) of the Declaration states in part, "No owner shall make or permit the making of any structural modifications or alterations in his unit without first obtaining the written consent of the Association."

Step 1: Basic Repair/General Maintenance Service Call

- a. Call the Managers Office prior to vendor's arrival for quick access.
- b. If not pre-approved, staff will attempt to contact the resident for access approval.
- c. For security reasons, if resident's prior approval is not given and the resident cannot be reached, the vendor will be refused admittance.

Step 2: Modifications of any kind will require the completion of the Unit Modification Request Form (UMRF)

- Attachment A: Owner's, Contractor's, Association's basic responsibilities
- Attachment B: Punta Rassa Condominium Specifications
- Attachment C: Contractor's Rules & Regulations
- Attachment D: General Guidance

Punta Rassa Condominium Association Inc.
15008 Punta Rassa Road
Ft. Myers, FL 33908
Phone: 239-466-9148
Fax: 239-466-9331
E-mail prca2@embarqmail.com

UNIT MODIFICATION REQUEST FORM

Description of work to be done:

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

General Contractor/ Contractor for the job will be: _____

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/Cell Phone: _____
- 4) Copy of following for each Contractor:
 - a. State and current Lee County Contractor's License (see Attachment D)
 - b. Liability Insurance, Worker's Compensation Insurance, Automobile Insurance.
- 5) Plan/Scope if Work for Association approval
- 6) Copy of Applicable Permits
- 7) Copy of signed Attachments A, B and C

Date work is scheduled to begin: _____

Number of days to complete project: _____

Date for the Association/Contractor meeting prior to commencement of work will be scheduled after UMRD submittal and prior to Association final approval.

I (we) are aware that as the unit owner(s), I (we) take full responsibility for the conduct of anyone associated with this project and full responsible for payment of any damages incurred by the Association.

Submitted By:

Owner Name

Building and Unit Number

Signature

Date

ATTACHMENT A

Owner's, Contractor's, Association's Basic Responsibilities

OWNER'S RESPONSIBILITIES:

- 1) Submit fully completed URMF to the Association before work begins.
- 2) Consult Association concerning applicable specifications. (Recommend gaining approval before signing vendor contract as well.)
- 3) Set meeting with Manager and Contractor at least one (1) week before work begins.
- 4) Advise the Association in writing of any alterations to the submitted URMF before being implemented.
- 5) Acquire and retain signed "Approval to Perform Work" from the Association before the work begins.
- 6) Please remember to notify the Manager's Office of your Arrival and Departure from you unit so we will know where to contact you if we need to.
- 7) 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.

CONTRACTORS RESPONSIBILITIES:

- 1) Provide any and all documents required to complete the URMF form to the Owner.
- 3) Meet with the Manager at least one (1) week before work begins.
- 4) Sign off on Contractor's Rules & Regulations before work begins. Non-compliance may result in work stoppage, fine or dismissal from the property. (Attachment C)
- 5) Advise the Association in writing of any alterations to the submitted URMF before being implemented.
- 6) Follow all safety standards for the applicable industry, OSHA and general common sense.
- 6) If Building Permit is required, provide copy.

ASSOCIATION'S RESPONSIBILITIES:

- 1) Review URMF and either issue the "Approval to Perform Work" **letter** to the resident or reasons for disapproval within 5 business days from the date of URMF submittal.
- 2) Spot check work area, as able, to confirm submitted work plan is what is being done.

So agreed to by: Date _____

Owner

Contractor

Association

Signature

Signature

Signature

***ATTACHMENT B**

Punta Rassa Condominium Association Specifications

Flooring *See section (VIII) (3) use restriction of amended Declaration. Use Super Sam Sound Abatement

Membrane, Manufactured by NAC Products, Inc. phone 1-800-633-4622
Local Distributors

Design Works	239-936-7676
Trinity Tile	239-939-7600
Tile Outlets of America	239-768-1517

Lanai Enclosures *See Management

Screen Door *Larson Lifestyle Solid Core or Life-Core Solid Core

Windows - Must be hurricane glass

ATTACHMENT C

Contractor's Rules & Regulations

Work Hours: Monday – Friday 8:00AM – 4:30PM
No work is permitted on Saturdays, Sundays or Holidays
Unless in an emergency and approved 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.

- 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 removal.
- 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.
- 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.

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

Walk through before work begins: Date / Comments _____

Walk through after completion: Date/Comments _____

Contractor agrees to abide by these Rules & Regulations, (and those that may be verbalized by staff members) Punta Rassa Condominium Association, Inc.). I understand that any cleaning costs or damages to common areas caused by the acts or omissions of my company, or those directed by us, will be reimbursed 100% by my company within 15 days of receipt of the bill.

Agreed to By:

Company's Name

Date

Representative's Name/Position

Signature

***ATTACHMENT D**

General Guidance

LICENSES: All contractors should fall under one of two categories & have both a&b

- 1) Locally Licensed
 - a. Lee County "Competency Card"
 - b. Card showing registration with the state of Florida as a contractor
- 2) State Licensed
 - a. State Certified Contractors License
 - b. Card showing registration with Lee County as a contractor
- 3) *An Occupational License or Business Tax License is not a valid contractors license*
- 4) License questions contact:
 - a. Lee Country/Contractor's Licensing 239-344-5895

PERMITTING:

- 1) Modification requiring a permit:
 - a. Any plumbing, electrical, structural type modification (windows) to your unit.
(Even moving the location of a drain or light fixture.)
 - b. Replacement of major items such as an Air Conditioner
- 2) Modifications NOT requiring a permit:
 - a. Simply replacing a fixture or faucet in the exact same place
 - b. Cosmetic changes such as paint, wallpaper, flooring (However, Flooring Requires Association approval)

If you are not sure a permit is required, please contact Lee County 239-533-8329`