



APPLICATION FOR AND NOTICE OF UNIT MODIFICATION

Unit owners have the responsibility to obtain prior written approval of the Association, through the Board of Directors, before performing major maintenance, repair, renovation or replacement in a unit which requires removal, modification or relocation of interior partitions, walls, relocation of cabinets or appliances, relocation of utility plumbing or electrical lines or fixtures including sinks, toilets, tubs, showers, shower pans, carpeting and other floor covering.

THERE ARE TWO OPTIONS ALLOWED BY THE ASSOCIATION FOR UNIT MODIFICATIONS: (Initial desired option)

Option A: _____ I agree that I will oversee the modification on my own.

I acknowledge the following:

- a. The Association will not take care of payment to vendor/s.
- b. The Association will not assist the vendor/s or owner with information or materials required for the project.
- c. The Association will not arrange for scheduling the work around unit occupancy.
- d. The Association will not obtain or schedule required permits and inspections.
- e. I will assume full responsibility and liability for the vendor's compliance and the total cost of the project.

Option B: _____ I agree that the Association will oversee the modification.

I acknowledge the following:

- a. The Association will obtain and coordinate the cost of the project with the unit owner.
- b. The Association will, with approval from unit owner, make necessary payments to the vendor/s.
- c. The Association will assist the vendor/s or owner with information or materials required for the project.
- d. The Association will arrange for scheduling the work around unit occupancy.
- e. The Association will obtain and schedule required permits and inspections.
- f. The Association will assume full responsibility and liability for the vendor's compliance.
- g. I acknowledge the cost of the services provided by the staff as follows:
 - i. An hourly charge of \$50.00 for owner requested purchases and/or pricing of specific and/or specialty items.
 - ii. 15% of the total project cost for all work with a price to the vendor/s of under \$999.00.
 - iii. 10% of the total project cost for all work with a price to the vendor/s of between \$1,000.00 and \$4,999.00.
 - iv. 5% of the total project cost for all work with a price to the vendor/s of over \$5,000.00.

BY SUBMISSION OF THIS APPLICATION, I/WE:

1. Request approval of the application.
2. Attach a copy of the project specifications or contract by the vendor/supplier.
3. Agree that the work will be completed in full accordance with the Condominium Declarations, Bylaws and Amendments.

DESCRIPTION OF MODIFICATION: _____

The Board of Directors may condition the approval of this application based on the following criteria but not limited to; the preservation of uniformity of exterior appearance; use of licensed/insured contractors; restrictions as to hours of work; imposition of time limits in which jobs must be completed and prohibitions against major renovations during certain times of the year; restrictions regarding equipment that may be parked or stored on or near the property during construction; restrictions regarding the transport and storage of materials and supplies necessary for construction to be performed.

Inspections prior to, during and following construction will be conducted by management for all work performed.

CONTACT INFORMATION OF CONTRACTOR(S): _____

DATE/S OF CONSTRUCTION AND/OR UNIT BLOCK: _____

DATED: _____ OWNER NAME: _____

UNIT # _____

Unit Block Dates: _____

Entered by: _____

Approved by: _____

Rejected by: _____

Inspected by: _____

Date of Inspection: _____