

# MARCO COURTYARD TOWERS CONDOMINIUM ASSOCIATION REQUEST FOR ALTERATIONS, MODIFICATIONS OR ADDITIONS

Date: \_\_\_\_\_

I/We, (Owner of Record) \_\_\_\_\_, hereby request approval by the Association for the modifications shown below to unit number \_\_\_\_\_ at the Marco Courtyard Towers Condominium Association

Owner Phone No. \_\_\_\_\_ Contractor Phone No. \_\_\_\_\_

**ALTERATION BEING REQUESTED:** (Please describe in detail- include materials and colors used as well as size):

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Please include the following for the contractor and every subcontractor for the project:

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

**Note:** Any expense incurred due to City/County Code changes will be the responsibility of applicant.

**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 to pay for any such costs. To the extent any claim is made against the Association for any loss or damage to the common elements or other units caused by any remediation or repair undertaken by me or any of the persons or entities that are providing goods and services to my property, for such remediations, I indemnify the Association and agree to be responsible for any damages including, but not limited to attorney's fees and court costs in the event the Association is required to defend themselves against any claim.

## **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 Marco Courtyard Towers Condominium Association for the above-described item to be approved, in writing, by the Board of Directors.

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



## **MARCO COURTYARD TOWERS CONDOMINIUM ASSOCIATION**

### **Contractor Rules For The Owner:**

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, or any supplies delivered, a fully completed request form must be submitted to Management by the Owner. It is the Owner's responsibility to ensure that their work 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. If you have any questions regarding the work request form, call the Management Company.

### **Rules For The Contractor:**

The work 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.

Construction Season: April 15<sup>th</sup> – December 15<sup>th</sup> (see MCT Rules & Regulations item #24). Work hours are between 8:00 A.M. and 5:00 P.M. Monday through Friday. All work must stop by 5:00 P.M. No work is allowed on nationally designated holidays.

**Contractors and all subcontractors must be licensed and insured. All Contractor and Subcontractor documentation required on the first page of this Request must be attached to this Request in order for it to be considered complete, otherwise the Request will be returned to the unit Owner to remedy.**

All required permits must be posted on the unit door before work begins.

If the scope of work requires water pipes or fixtures to be removed or altered, a licensed plumber must perform that work. If the work being performed includes the replacement of any water shut off valves or water stops, contact Management for further information.

Work vehicles may pull up to the building for drop off and pick up only and must be moved immediately thereafter to the visitor parking areas located West of Building 1 and East of Building 4.

Unit doors must be kept closed at all times.

Common area floors and elevator floor must be covered at all times during the daily work hours to protect from damage during construction. Elevator wall pads which are located in each building 1<sup>st</sup> floor electrical room must be installed in the elevator during construction periods. All construction trash and debris must be taken off the premises daily. The building's waste containers should not be used to discard construction materials. If the Contractor is having a dumpster delivered, he must contact management to discuss placement and it must be placed on plywood to avoid damage to the pavement.

Paint brushes and equipment must be taken off premises for cleaning. No cleaning is allowed on the grounds or common areas. Any construction residue (ie drywall footprints on walkways and parking lot pavement) must be cleaned up daily.

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 and that charge will be billed to the Owner.

Be courteous to our neighbors and to the Management company employees. Owner is responsible for placing a notice in the elevator describing the project, time frame, and telephone numbers for the owner and the main contractor in case of questions or emergency.

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.

The Contractor is required to review this list with all his employees and subcontractors and to leave a copy in the unit.

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.

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Signature of Owner

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Signature of Contractor

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Print Name and Title of Above

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Print Name and Title of Above

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Date Signed

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Date Signed