

KOKO ISLE
PROJECT REQUEST FORM

**PART
I**

Date: _____ From: _____ Unit #: _____

Owner _____ Tenant _____ Phone (home): _____ Bus. _____

Brief description of work (Attach additional information if needed): _____

Location of proposed project: Interior _____ Exterior _____ Both _____

Type of work: New _____ Alteration _____ Maintenance _____ Other _____

Best time for Resident Manager or Building Committee Rep to review the
proposed project with you: AM _____ PM _____

Weekdays _____ Weekends _____ Other _____

Estimated start date: _____ Estimated Completion date: _____

Are plans and/or drawings being submitted with this request: Yes _____ No _____

Will any of the planned modifications include changes to existing:

- Plumbing: Yes _____ No _____
- Electrical: Yes _____ No _____
- Structural: Yes _____ No _____ (Floors, ceilings, walls)

If any of the above questions are answered "Yes", you may be required to submit permits, plans, and specifications prepared by a registered architect (or professional engineer if permitted by the Board) showing the details of the proposed work, You may also be required to submit the name of the licensed contractor(s) who you intend to employ for the work and such other information as may be required by the Board. Even if you answer "no" to each of the questions above, the Board may require plans and specifications and other information from you before deciding upon your application

Name(s) of owner's representatives/contractors:

I UNDERSTAND AND CERTIFY THAT NO WORK IS TO COMMENCE UNTIL I RECEIVE WRITTEN APPROVAL FROM AN ASSOCIATION REPRESENTATIVE

Owner's Signature _____

(Please complete above section only and return to the Resident Manager for processing.)

(Please see page 2)

PART II Date received by RM _____ Date Initial Visit by Resident Manager _____
Approval Authority as determined from Resident manager’s inspection:
Resident Mgr _____ Building Committee _____ Board of Directors _____
Source document : (HR _____ By Laws _____ Declarations _____)Pge/Par _____
Date to Building Committee: _____ Comments : _____

PART III To: Owner, Unit # _____ From: Resident Manager Date: _____
Info : Building Committee

Your Project Request :

() Has been referred to the Building Committee for further processing. You will be contacted shortly. **YOU MAY NOT COMMENCE WORK UNTIL YOU RECEIVE WRITTEN AUTHORIZATION.**

PART IV To: Owner, Unit # _____ From : Building Committee Date: _____
Info: Resident Manager
On _____, I met with _____ to review the work outlined in Part I.

Common Elements affected: Yes _____ No _____

Limited Common Elements affected: Yes _____ No _____

Privacy area affected: Yes _____ No _____

Building Permit required: Yes _____ No _____

To be determined : _____

Findings: The Project Request is:

() approved. You may commence work per Koko Isle guidelines, if any.
() can not be processed further. Resubmit Project Request Form together with the following information: _____

() deferred for Board of Director’s approval. See attached Check List.

() not approved. Project constitutes a “material change” and must be approved by _____ % of the owners.

() Other. _____

Signature : _____ **Position :** _____ **Date :** _____