

SARASOTA LAKES CO-OP, INC.

A Corporation for Profit

1674 University Parkway

Sarasota, Florida 34243

Office 941-355-8585 Fax 941-359-0139

MODIFICATION REQUEST FOR APPROVAL

This is a **request** to be completed by the Shareholder and submitted to the office and **approved** **BEFORE any work commences.** *Please complete this form in its entirety.*

Date: _____ **Phone number(s):** _____

Name: _____ **Lot/Street:** _____

DESCRIPTION: Describe the changes/additions/installations (i.e. screen enclosure, landscaping, lanai, driveway concrete or pavers, windows, etc.) and attach drawings and/or pictures if necessary.

LOCATION: Attach a copy of the LOT PLAN showing the location of the addition or installation with dimensions and materials to be used.

COLORS: _____ (attach a sample or chip if possible).

Name of Contractor or Individual doing work _____

SEE ATTACHED GUIDELINES.

Signature of Shareholder _____

THIS SECTION TO BE COMPLETED BY OFFICE

Date Approved/Denied _____ **Date Reviewed** _____

Board Member _____ ARC member initials/recommendation _____

Board Member _____ ARC member initials/recommendation _____

Board Member _____ ARC member initials/recommendation _____

Comments or conditions: _____

Date Shareholder notified via phone _____ Date Shareholder emailed or put in mailbox _____

Initials of Office Personnel _____

Sarasota Lakes Co-Op, Inc.

OUTSIDE CONTRACTOR or INDIVIDUAL SHAREHOLDER GUIDELINES

(Whoever does the work)

THE FOLLOWING CONTRACTOR GUIDELINES MUST BE FOLLOWED WHILE PERFORMING ANY AND ALL WORK WITHIN THE REAL PROPERTY OF SARASOTA LAKES C-OP, INC. herein referred to as "The Park", regardless if that work is contract by The Park or one of the Shareholders. Failure to comply with any and all of the following guidelines subjects the shareholder to a fine and the contractor may be banned from future work in the park.

1. All contractors shall report to the Park office before the start of any work. Management will assist in the proper placement of trucks and equipment parking so as not to obstruct traffic flow in the Park.
2. All contractors **MUST OBEY** any and all traffic control signs regarding one way streets, stop signs and **MUST LIMIT ALL VEHICLE SPEED TO THE POSTED 15 MPH SIGNS.**
3. Clean fill resultant from any job may be dumped at the Park maintenance area after approval by Management.
4. All debris resultant of any excavation, including but not limited to concrete, asphalt, pipe, pavers, rocks and trees must be removed and disposed of off the Park site at the expense of the contractor.
5. **When any new hard surface construction meets an existing roadway, two 2" underground drain lines of Schedule 40 (or equivalent) must be side by side, placed 18" parallel with the roadway. The ends of the pipes shall be capped and extend a minimum of 12" on both sides of the new hard surface unless an existing line runs through the pipe.**
6. A water spray, or other means of saw dust control, **must be utilized in the cutting of any and all concrete, asphalt or paver material.** All work, workers and equipment used and every aspect of the work should comply with any and all OSHA safety standards.

IT IS RECOMMENDED THAT IN NO EVENT SHALL ANY CONTRACTOR OR THEIR EMPLOYEES COMMENCE ANY WORK WITHIN THE PARK BEFORE THE FOLLOWING HAS BEEN COMPLETED BY A BONAFIDE REPRESENTATIVE OF THE CONTRACTED COMPANY.

1. All outside contractors when applicable, must submit to the shareholder a copy of their Sarasota County and/or Florida Contractors License and/or Registration Certificate for that specific contractor.
2. If your request is approved, it is the SHAREHOLDERS RESPONSIBILITY to obtain any/all necessary permits from the contractor that complies with all local zoning and building regulations. The contractor/handyman and shareholder shall abide by the Co-op's Bylaws and current Sarasota County and State of Florida zoning and building codes.
3. THE CONTRACTOR SHALL NOT IN ANY CIRCUMSTANCE, PERFORM ANY UNDERGROUND EXCAVATION within the Park without placing a call to **Sunshine 811** **No less than three (3) working days before digging..** Obtain ticket number and verify all utilities have been marked. Sunshine 811 ticket #_____.
4. It is recommended that the contractor produce a valid Certificate of Insurance, naming the Shareholder as additionally insured before starting work.

SHAREHOLDER Initials _____