



MAHOGANY RUN CONDO ASSOCIATION

APPLICATION FOR PROPERTY MODIFICATION/RENOVATION

Date: _____

Owner Name: _____ Unit No. # _____

Email address _____

Telephone (Home) _____ (cell) _____ (work) _____

* I, _____ Owner of the above mentioned property request
Authorization for installation of _____ at the
Above mentioned unit number. The work will be performed by _____
_____ who is a licensed & insured, contractor/company. (Proof required)

MANAGEMENT/ ASSOCIATION INFORMATION

Property name: Mahogany Run Condo Association

Reviewed by: _____ Required documents presented Yes___ No___

Guidelines presented and were signed off on by the owner and the contractor Yes___ No___

Approved: _____ **Not approved:** _____

*Signature: _____ Date: _____

*Title: _____

*Modifications approved: _____



RENOVATION/MODIFICATION & REPAIR GUIDELINES

In keeping with promoting safety and maintaining control over the persons entering the Mahogany Run Community, as well as protecting the integrity of our buildings, we have established the following guidelines for Condominium Owners and Contractors:

All contractors must be licensed and insured. The contractors and their employees must be respectful to the owners, residents and staff of this community and must respect and abide by the rules set forth by the association. Contractors and or their employees who disregard the rules and in anyway interfere with the peaceful enjoyment of the members of this community and their staff will not be permitted to work at Mahogany Run condominiums. Contractors are not permitted to begin any renovations, modifications and or repairs until it has been approved in writing. Depending on the nature of the work being done, the MRCA Board of Directors and/or the Architectural committee may get involved. All contractors must register themselves and/or their employees with the Association office and a copy of that list will be furnished to the Security Gate (s) in order for them to be allowed on the property. Contractors and/or their employees must check in at the Security Booth on a daily basis and will receive a temporary pass for the day that must be returned to Security upon their departure before or at 4:35 pm. The Condo Association has a relationship with the condo owners. Therefore owners contracting outsiders to perform work will be held liable for any actions causing structural damage and/or hardship on the association. Disrespectful behavior towards other owners, tenants, guests and/or employees of the MRCA will not be tolerated. Individuals, including contractors and their employees, not following the rules and regulations of MRCA will be asked to leave the premises and will not be welcomed at MRCA in the future.

Other than an emergency situation and/or approved by the Association, work may only be performed:

Week-days from 8:00 am to 4:30 pm
Saturdays from 9:00 am to 3:00 pm
No work on Sundays & major holidays allowed!

Before any renovations, modifications or repairs may be done an owner must:

- Complete an application for approval & submit same with a detailed plan of work to be done.
- Complete a walk through with the Director of Maintenance and/or Property Manager
- Review the rules and regulations as mandated by the Board of Directors to ensure compliance
- Ensure that the contractor is licensed, insured and qualified
- Report start and estimated end date to the MRCA office at least one week before work is scheduled to begin
- Provide the name of the contractor and list of workers to MRCA office/MRCA Security
- Provide the rules and regulations and approved work times with contractors

Inspections may be done periodically by the MRCA throughout the work. Upon completion of the work a thorough inspection will be done to determine that only work that was specified and approved on the application was done. Additional renovations other than what was approved will be subject to a fine and the owner may be required to restore that unapproved alteration to its original state.

I have read and understand the above.

Owner's name/unit # /Signature and Date

Contractors name and initials



CONTRACTOR ACKNOWLEDGMENT

I _____ owner and/or operator of _____

have read and understand the guidelines set forth by the Mahogany Run condo Association, as it relates to renovations, modifications and/or repairs of unit _____ at MRCA, owned by _____. I am licensed, insured and qualified to perform the work required.

Contractor's Signature

Date