

**MARINA VILLAGE (MV) CONDOMINIUM ASSOCIATION  
MODIFICATION REQUEST FORM**

Date: \_\_\_\_\_ Building/Unit: \_\_\_\_\_ Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell or Work Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

I/we are applying to replace, change, modify or add the following circled below to my/our unit.

**Note: For plumbing or electric this form is only needed for work that involves the exposing of interior walls.**

**Windows/Sliders    Flooring    Hurricane Shutters    Storm Door    Electric Car Charger**

**Boat Lift    Pier Extension    Interior Walls    Plumbing    Electrical**

Description of work to be done: *Example: Kitchen reno to include new cabinets, flooring, plumbing & electrical.*

\_\_\_\_\_

\_\_\_\_\_

Date of commencement of work: \_\_\_\_\_ Date of projected completion: \_\_\_\_\_

List Contractor or Company doing work. **(Note Contractors/Companies MUST be licensed and insured)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**All changes to the above require written approval from the Marina Village Board of Directors (BOD) prior to commencement of work** and depending on the project may require the homeowner to submit drawings, County permits and proof of contractor insurance.

I hereby give the Marina Village Board of Administration notice of the following modification, alteration or addition to my unit. I understand I take full responsibility, financial and other, for any damage done to my unit, the limited common elements and the common elements done by myself or my hired contractor(s) and am prepared to repair or replace any damage done. If any additional work becomes necessary, I will submit a new modification form for approval.

*I acknowledge I have been provided with the Unit Installation Guidelines attached to this form.*

Signed: \_\_\_\_\_

Marina Village Owner

.....

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

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved   -   Denied   By: \_\_\_\_\_

Marina Village BOA member or representative

## **UNIT INSTALLATION GUIDELINES**

### **WORK HOURS**

Work hours to be limited to 8 AM – 5 PM, Monday thru Saturday, unless approved by BOD.

Note: Remember this is a multi-family complex and noise travels throughout the whole building and is a disruption to your neighbors, therefore, in order to provide peaceful living as required by the Condominium Documents, work must be limited to these hours and days; adequate work forces shall be used to complete the project in a timely manner.

### **FLOORING**

All flooring as per Florida code section 1207.3 must have a sub-layer of sound dampening material permanently bonded to the floor surface. This must have an impact Insulation class of (IIC) of 50 or higher.

### **TRASH**

You and the contractor are responsible for all trash removal. Use of the dumpster is **prohibited** for these items. We do not provide extra cleanings for common areas. Debris tracked or dropped thru common areas, such as lobby and residential floorings are your responsibility to clean up.

### **LIMITED COMMON AREAS**

Limited Common Areas are areas such as garage spots and balconies. These belong to the Association, not the unit owner; the Association allows the unit owner exclusive use of it in conformance with established standards; no one can arbitrarily customize this limited common element for any reason whatsoever.

### **PARKING**

Contractors must park in designated spaces and must have a blue parking pass on their vehicle