

Castel Del Mare

1620 Stickney Point Road, Sarasota Fl. 34231
(T)-941-927-1478 (F)-941-923-1713

ARC REQUEST FOR ALTERATIONS, OR IMPROVEMENTS TO A UNIT

This application form is to be completed by the Unit Owner and submitted for review at least 30 days before the proposed commencement of any work. Small homeowner led DIY projects require less documentation and processing time, although still need documentation and approval. Contact the office for clarification if your project qualifies to be expedited.

Pursuant to but not limited to Article 9.2.1.3 through 9.2.1.8 of the Declaration of Condominium, all owner alterations, additions or improvements large or small to the unit must be reviewed and approved in advance in writing by the Board of Directors of the Association.

The work requires a permit from the City of Sarasota, or a drawing to scale if

1. there will be a modification or alteration to load bearing walls or structural members; or
2. there will be a modification or alteration of common elements or limited common elements, including but not limited to cabinetry, electrical or plumbing installations, boundary walls, concrete slabs, or exterior walls; or
3. the alteration addition or improvement will be visible from the exterior of the Unit, including but not limited to modifications to exterior lighting, doors, windows, or sliding doors; or
4. there will be an installation of tile or other hard surfaced floor finishes which require preventative sound reduction.

Unit Information

Address: _____ Unit Number: _____

Name of Owner: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

Contractor Information

General or Main Contractor: _____ Phone Number: _____

Address: _____

Email Address: _____ License Number: _____

Contractor proof of insurance, listing Castel Del Mare Condominium Association, Inc. as an additional insured must be attached or delivered to and approved by the Association before work may commence.

Sub-Contractors

Address: _____ Unit Number: _____

- Completed, signed & dated Unit Alteration Form - Dated on: _____
- Design floor plan and/or city permit showing unit alterations to scale attached.
- \$500 security deposit paid for work performed in bldgs. 1, 2, or 3. (refundable)
- City permit needed for unit alterations. Yes____No____
- If permit needed, date applied for:_____
- Floor soundproofing spec sheets rating (65 STC or 71 IIC required):

Contractor #1 _____

- Signed and dated Contractor Rules Form (by Contractor)
- Certificate of Contractor Liability Insurance listing Castel Del Mare Condominium Association, Inc. as an additional insured.
- Workers compensation proof of coverage (or W/C Exemption Certificate)
- Copy of contractor license submitted

Contractor #2 _____

- Signed and dated Contractor Rules Form (by Contractor)
- Certificate of Contractor Liability Insurance listing Castel Del Mare Condominium Association, Inc. as an additional insured.
- Workers compensation proof of coverage (or W/C Exemption Certificate)
- Copy of contractor license submitted

Contractor #3 _____

- Signed and dated Contractor Rules Form (by Contractor)
 - Certificate of Contractor Liability Insurance listing Castel Del Mare Condominium Association, Inc. as an additional insured.
 - Workers compensation proof of coverage (or W/C Exemption Certificate)
 - Copy of contractor license submitted
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Comments:

Alteration Approved: _____ Alteration Disapproved: _____ Date: _____

Association Board Member Signature: _____

OWNER/CONTRACTOR RULES

The following rules must be observed and adhered to by all owners and contractors while performing work at Castel Del Mare. Prior Association approval is required for all construction/remodeling. Owners are responsible for obtaining all permits, permissions and meeting all Governmental and CDM requirements prior to the start of any construction. Owners and contractors are responsible for maintaining a safe and healthy job site.

The following rules apply to any contractor, subcontractor, handyman or unit owners engaged in work at Castel Del Mare. Should any workman violate this policy, his or her company and the unit owner will be notified. Companies that continue to violate this policy will not be permitted to perform work at Castel Del Mare in the future. For infractions, the Board may levy fines and/or damages against the owner.

Depending on the scope of the project, a \$500 security deposit may be required and must be provided by either the unit owner or the owner's contractor to the Association; this will be held for any future damage, repairs, or cleanup of the common areas required, due to activities by workmen. This deposit will be refunded after the workspace has been signed off by the maintenance department. Costs incurred will be determined by the current Board President and will be automatically deducted from the security deposit and the owner will be responsible for the replenishment of the deposit. Any damages exceeding \$1,000 will be charged to the owner responsible for the workmen.

In addition, the following specifics apply:

1. All tradespeople are required to have and maintain throughout any work at the condominium worker's compensation insurance per statutory limits, commercial general liability insurance with a minimum of \$1,000,000 each occurrence, and commercial motor vehicle insurance with minimum limits of 100,000/300,000 of general liability insurance. Proof of insurance must be attached to the ARC Request for Approval.
2. The Maintenance Supervisor will monitor the project on behalf of Castel Del Mare.
3. Vehicles must park service vehicles where directed by Association personnel. The operators of all trucks must follow the instructions of Association personnel. Do not park cars or trucks in any fire lanes of any building at any time except for brief periods of loading and unloading. Someone must remain present in a vehicle if parked in a fire lane so that the vehicle can be moved if required in an emergency. Do not park vehicles in such a way as to obstruct the entrance or exit to any building. Requests for exceptions may be made to the Property Manager.
4. Special parking needs can be made with the office prior to the start day of the project for carpet cutting, loading or unloading.
5. All tradespeople engaged to perform work at CDM must wear shirts and otherwise be properly dressed for construction work.
6. Building permits should be properly displayed in the window.
7. Prior permission from the Manager or Maintenance Supervisor must be obtained in order to shut off water, electricity, or any utility to the building.
8. Flooring restrictions – units not on the first floor shall install a sound deadening underlayment with an IIC rating (Impact Insulation Class) of 71 or STC rating (Sound Transmission Class) of 65 or greater. Specifications must be approved by the association prior to installation.
9. All tile or wood cutting **MUST** be done outside in a grassy area, unless otherwise approved by Manager or Maintenance Supervisor.
10. Do not cut or core drill concrete floor slabs unless previously approved in writing by the association.
11. Any type of modification to the exterior of the building must have the approval of Board of Directors prior to the start of the project.

12. The Manager will only give out keys to the unit with prior consent from the owner. All keys must be returned to the office at the end of each day.
13. Any construction work that is not an emergency may not be performed in any unit between December 1 to April 30th.
14. All construction debris must be disposed of offsite. If a dumpster is required, it must be coordinated with the Manager or Maintenance Supervisor. There shall be absolutely NO dumping of any wastewater on the property or contiguous storm drains.
15. Contractors are responsible for any damage caused while working at Castel Del Mare. (Elevator pads are required when moving large materials).
16. Contractor must cover all smoke detectors each day while dust is generated and removed at the end of each workday.
17. Contractors must use their own dollies and hand trucks with rubber wheels.
18. Do not conduct any work on any walkway or on any balcony. Do not store material or tools on the walkways, except for the short time to bring into or take out of the unit. Do not cut anything or conduct any work on any walkway or balcony unless prior approval of the Manager has been received.
19. Do not leave tools in any common areas.
20. Loud noise – hammering, sawing, etc. shall not begin before 8:00AM and must be completed and off the property by 5:00 PM - Monday through Saturday. No work shall be performed on Sunday, no exceptions.
21. Do not use water to rinse debris over balconies to floors below. The Owners are responsible for the control and clean-up of dust or debris that is blown or washed onto other balconies.
22. Radios are not to be played at a volume that can be heard in other units.
23. Smoking by tradespeople on CDM property is prohibited.
24. Each contractor is responsible for daily clean up prior to leaving project for the day.
25. Unit Owners are responsible to the Association for the conduct of their contractors
26. Violations of these rules will subject the owner to fines.

I _____ as the owner of unit 16___ #_____ am acknowledging that I have received the Owner/Contractor Rules and understand it is my responsibility as the unit owner to make sure the office is informed of any changes or updates to the plans I have submitted. I also understand it is my responsibility to make sure my contractor obeys all the rules as stated above and that I or my representative must deliver all needed drawings, engineering approvals and building permits to the office 30 days prior to construction beginning.

Owners Name: _____ Signed: _____ Date: _____

General Contractor: _____ Signed: _____ Date: _____