

INDIVIDUAL UNIT MODIFICATION

The Unit Owner needs to complete and receive approval of a Unit Modification Form at least five days prior to the start of work. If a contractor is being hired, the owner needs to provide the following contractor information:

1. Proof of liability and Workman's Compensation insurance
2. Current Brevard County Business license
3. Proof that the City of Cape Canaveral has given engineering approval (if necessary)
4. Building permits that may be required

IMPORTANT NOTE: Installation of hard surface flooring in the Mid Rise Buildings, Floors 2 to 4 require specific underlayment, installation, and Board inspection. Specifications are in Item 8 below.

Submit the above information to:

CLOVER KEY, INC
110 Imperial Street
Merritt Island, FL32952
Email: office@cloverkeyservices.com

Purpose:

The Owners and the Association seek assurance that all modification to existing individual units:

- Do not compromise the structural design integrity and thus, the safety, of the condominium's buildings
- Have no negative impact on the property values of other units
- Maintain sufficient noise dampening between floors

Procedure:

1. Request for Unit Modification, including plans for major alterations, and a copy of contractor's agreement, must be submitted in writing to the Board of Directors through Clover Key Management for review
2. Upon review by the Board, the owner will be notified of authorization or denial via email or in writing
3. **Only licensed and insured contractors can perform work within the complex.** (Note: Contractor's **certificate** of insurance must indicate Bayside Condominiums as additionally insured)
4. If Unit Owner is to do the work, owner is responsible for:
 1. Following all guidelines, rules, policy and procedures, and obtain required permits.
 2. Owner is required to comply with "Contractor Rules" as outlined in the next section.
 3. Owner, needs to complete and submit a "Unit Modification" form.
5. Required permits will be obtained by the owner or contractor
6. All planned work will be done according to current national and local building codes
7. Major alterations/construction work is to be performed only:

1. 8:00 am to 5:00 pm Monday thru Friday
2. Saturday –**with BOD approval ONLY**
3. No work on Sundays or major holidays
4. Call Management about placement of any construction dumpster and parking
5. Contractor will remove all debris and sweep and clean all affected areas of the community property.
6. **Construction materials may not be placed in the community dumpsters**
7. Emergency repairs (e.g., plumbing leak) that are not construction/alteration related are excluded from this standard

**Bayside Condominium Association
Individual Unit Modifications
REQUEST TO MODIFY CONDOMINIUM UNIT**

BRIEF DESCRIPTION OF PROPOSED MODIFICATION: (Please be specific; use additional pages if needed)

Unit # _____ Affected Room(s): _____

Flooring Replacement:

Windows Modifications:

Kitchen Modifications: Cabinets, counter tops, other:

Bathroom(s) Modifications:

Other Modifications: Electrical, plumbing, wiring, etc.:

DO THE MODIFICATIONS INVOLVE ANY STRUCTURAL CHANGES TO THE UNIT? Yes / No

If Contractor is being used:

CONTRACTOR NAME(S), STATE LICENSE NUMBER AND PROOF OF INSURANCE:

OWNER HAS PROVIDED A COPY OF BAYSIDE CONTRACTOR RULES, INFORMED CONTRACTOR OF THE DAYS AND TIMES WHEN WORK IS ALLOWED ON THE CONDOMINIUM PREMISES: Yes / No

OWNER ACKNOWLEDGES AND UNDERSTANDS THAT REPAIRS AND/OR CLEANING TO COMMON AREAS NEEDED BECAUSE OF CONTRACTOR WORK WILL BE BILLED TO THE UNIT: Yes / No

START DATE: _____ FINISH DATE: _____

Date Submitted: _____

Signature of Owner _____

Print Owner's Name _____

(IMPORTANT NOTE: Please attach a drawing, plan or detailed written description of the proposed modification.)

APPROVED? Yes / NO

BOD President _____ Date: _____

Board Director/Manager Signature _____ Date: _____