

Ocean Gardens Townhome Owners Association Individual Unit Modifications

Owner's contractor must submit to the Board:

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
4. Building permits that may be required

Submit the above information to our management company:

Clover Key, Inc.
110 Imperial Street, Merritt Island, FL 32952
Office & Fax: 321-735-7624
www.CloverKeyInc.com
E-Mail: Office@cloverkeyinc.com

Purpose:

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

1. Do not compromise the structural design integrity and thus, the safety, of Ocean Gardens Townhome Owners buildings and grounds.
2. Have no negative impact on the property values of other units.
3. Maintain sufficient conformity with the neighborhood and neighbor.

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, BOD, and management for review
2. Upon review by the BOD, the owner will be notified 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 Ocean Gardens Townhome Owners Association as additionally insured)
4. Required permits will be obtained by the owner or contractor
5. All planned work will be done according to current national and local building codes
6. Major alterations/construction work is to be performed only:
 - 8:00 am to 5:00 pm Monday thru Friday
 - Saturday –**with BOD approval ONLY**
 - No work on Sundays or major holidays - **with BOD approval ONLY**
 - Call Management about placement of any construction dumpster and parking
7. Contractor will remove all debris and sweep and clean all affected areas of the community property.
8. Emergency repairs (e.g., plumbing leak) that are not construction/alteration-related are excluded from this standard
9. Contractors are responsible for damage to any common elements including driveways, sidewalk/walkways, pavement, and landscaping.

Ocean Gardens Townhome Owners Association

Individual Unit Modifications

REQUEST TO MODIFY CONDOMINIUM UNIT

BRIEF DESCRIPTION OF PROPOSED MODIFICATION: (Please be specific)

Unit # _____

Driveway Modifications:

Fencing Modifications:

Garage Modification:

Landscaping Modifications:

Windows Modifications:

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

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

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

START DATE: _____ FINISH DATE: _____

OWNER HAS INFORMED CONTRACTOR OF THE DAYS AND TIMES WHEN WORK IS ALLOWED ON THE COMMUNITY PREMISES: Yes / No

Date Submitted: _____

Signature of Owner _____

Print Owner's Name _____

Unit No. _____

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

APPROVED? Yes / NO

Board of Director: _____ Date: _____