



REQUEST TO MODIFY CONDOMINIUM SUITE

BRIEF DESCRIPTION OF PROPOSED MODIFICATION: (Please be specific and attach a drawing, plan or detailed written description of the proposed modification.)

Suite # _____ Affected Room(s): _____

Flooring Replacement:

Please submit photo of underlayment/flooring as it is being installed

Windows Modifications:

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

Do the Modifications involve any STRUCTURAL changes to the suite? **Yes / No**

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

START DATE: _____ FINISH DATE: _____

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

Date Submitted: _____ Signature of Owner: _____

Print Owner's Name _____

APPROVED? Yes / NO

Bard Officer: _____ Date: _____

Complete this form and hand deliver to a board member or scan and email to office@CloverKeyServices.com. You will receive a copy of this form after approval and board signature.



Individual Unit Modifications

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 the building.
2. Have no negative impact on the property values of other units
3. 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 ARB Committee 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 Whitley Bay Condominium 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:
 - ? 9:00 am to 5:00 pm Monday thru Friday
 - ? Saturday **–with BOD approval ONLY**
 - ? No work on Sundays or major holidays
 - ? Contractor will remove all debris, and sweep and clean all affected areas of the community property **DAILY**. Contractors may not utilize common balcony walkways for work. They may use the owner's personal balcony provided they take measures to prevent any debris from falling below. **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
8. Hard floor coverings must have a sub-layer of sound dampening material permanently bonded to the floor surface. The sound dampening material shall demonstrate to the ARB Committee and the BOD that it has the noise reduction properties equivalent to or greater than cork having a thickness of six (6) millimeters (50 db when installed over 6" of concrete). Please submit documentation of db rating of material and contact a Board member prior to installing floor covering to document proof of installation.
9. Contractors are responsible for damage to any common elements including walls, elevators and walkways.
10. Complete "Request to Modify Suite" form and send to management or Board member with all required backup documentation.