

Date: January 17, 2024

Approved: by BOD

**Purpose:**

Our Condominium documents require written consent from the Association to make any structural addition or alteration, in order to ensure that all modifications to existing individual units do not compromise the structural design, integrity, or safety of the condominium's buildings, and do not have a negative impact on the property values of other units.

**Procedure:**

**Unit Modification Form**

The Unit Owner needs to complete the Unit Modification Form, and submit, *at least five days prior to the start of work*, to the Board of Directors via email address [office@cloverkeyservices.com](mailto:office@cloverkeyservices.com), or in writing to the following address:

CLOVER KEY, INC.  
110 Imperial Street  
Merritt Island, FL32952

Only licensed and insured contractors may perform work requiring a permit.

If a contractor is being hired, the owner needs to provide the following contractor information:

- Proof of Liability Insurance and Workman's Compensation insurance (Contractor's certificate of insurance must indicate Ocean Park Owners' Association, Inc. as additionally insured.)
- Current Brevard County Business license

If a "Handymen" is to do non-permit work, they must be insured and provide proof of insurance to owner and have available upon request to any member of the Board of Directors or Clover Key. *If proof of insurance is not provided, upon request, any Board Member or Management may require that work be stopped until proof of valid insurance is provided.*

**Board Approval**

Upon review by the Board, the unit owner will be notified of authorization or denial via email or in writing.

**Failure to Comply:**

Owners who don't comply with the Rules and Procedures outlined in this policy, are subject to fines

## Rules for Contractor/Owner/Handyman

1. Each Unit Owner is required to inform anyone performing work on their unit of the rules and the right of any Board Member or Management Company Staff to stop work for non-compliance with the Rules. This includes contractors, handymen, skilled trade, trades people, friends, family, acquaintances etc.
2. Required permits will be obtained by the owner or contractor. See City Permits Required section below for information regarding permits. Once the work begins, a copy of the permit must be sent to Clover Key.
3. All planned work will be done according to current national and local building codes.
4. Major alterations/construction work is to be performed only:
  - 8:00 am to 6:00 pm Monday thru Friday.
  - Saturday—with Board approval ONLY.
  - No work on Sundays or major holidays
5. Contact Clover Key 5 days in advance about placement of any construction dumpster and special parking needs like work trailers.
6. Contractor/owner will remove all debris, sweep, and clean all affected areas of the community property daily.
7. Construction materials may not be placed in the community dumpsters.
8. Contractors/owners are responsible for damage to any common elements. Hallway and stairway floor and railings should have protective covering, if needed.
9. Balconies may not be used to move materials in or out of the unit.
10. For storm door/screen door/shutter/window removals or installations, repairs to the framing, flooring, stucco, etc. (including screw holes) are the responsibility of the contractor/owner. The Management must be notified when work is completed and ready for painting by the Association maintenance.

### City Permits Required:

This list is not all-inclusive. When in doubt call the City of Cape Canaveral (321-868-1222).

- Exterior Doors/Windows/Shutters (pictures sent to [www.cloverkeyinc.com](http://www.cloverkeyinc.com) for preapproval by the Association.
- AC Handler
- Cutting of any wall, partition, (or removing any wall or portion of wall that has electrical or plumbing).
- Addition/alteration/replacement/relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil waste, vent or similar piping, electric wiring system or mechanical system.
- Resource:  
[https://www.cityofcapecanaveral.org/government/city\\_departments/community\\_development/faqs.php](https://www.cityofcapecanaveral.org/government/city_departments/community_development/faqs.php)

## OPS MODIFICATION POLICY

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

Unit # \_\_\_\_\_

### Replacement of Doors, Windows, Shutters:

Specify what is being replaced: \_\_\_\_\_

- See "Approved Windows, Shutters, Doors" document
- Attach picture of new product.

**Other Modifications (electrical, plumbing, wiring, etc.)** Please be specific and attach a drawing, plan or detailed written description of the proposed modification.

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Do the modifications involve moving any plumbing or electrical lines in the unit? Yes / No (If yes, please give details):

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**Contractor name(s), state license number** (Attach: Workmen's Comp, & Certificate of Insurance must name Ocean Park Owners' Association, Inc. as additionally insured).

START DATE: \_\_\_\_\_ FINISH DATE: \_\_\_\_\_

Owner has provided a copy of the contractor rules, informed contractor of days and times when work is allowed on the condominium premises: Yes / No

If permit is required, a copy of the permit must be sent in before the work begins.

Owner acknowledges and understands that repairs to and/or cleaning of common areas needed because of contractor work will be billed to the unit: Yes/No

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

Signature of Owner: \_\_\_\_\_

Print Owner's Name \_\_\_\_\_

APPROVED? Yes / NO

Board Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Complete this form, attach contractor's Certificate of Insurance and Workmen's Comp, pictures of modifications, and scan and email to [office@CloverKeyServices.com](mailto:office@CloverKeyServices.com). Mail to Clover Key. You will receive a copy of this form after approval and board signature.