

CLEARWATER SAND KEY CLUB #1, INC.

APPLICATION FOR UNIT ALTERATION

COMPLETE ONE FORM PER CONTRACTOR/ROOM/PROJECT:

Each contractor needs a separate form completed: Cabinet installer, plumber, electrician, drywall, painter, flooring, windows and doors.

OWNERS NAME: _____ Unit # _____

PHONE: DAY: _____ EVENING: _____ EMAIL: _____

ROOMS ALTERING: _____

CONTRACTOR _____ LICENSE # _____

There is a \$300.00 deposit for damage and or Cleaning

GENERAL DESCRIPTION OF WORK BEING DONE:

MATERIAL/COLOR: _____

____ Yes ____ NO Please Check Y/N if you will be moving or adding any Electrical ? (Y = YOU NEED A PERMIT)
____ Yes ____ NO Please Check Y/N if you will be moving or adding any Plumbing ? (Y = YOU NEED A PERMIT)
____ Yes ____ NO Please Check Y/N if your Condo Unit is Homesteaded? (N= You cannot DIY)

____ INITIAL HERE that you understand that if you will be removing any material YOU WILL NEED AN ASBESTOS SURVEY and the survey will be posted outside the unit door during renovation and prior to removal of materials. See property manager for Pinellas County requirements for Asbestos survey.

____ Yes ____ NO Please Check Y/N if you will be removing and replacing Drywall?
If YES you understand the Fire Protection requirements for new drywall, material need to be listed as an attachment . Initial here _____

____ Initial here that you agree NOT to Alter or Disruptor the Fire Alarm Safety system and will CALL LIFE SAFETY 727-797-2449. Service calls at owners' expense in advance. Cost of Disruption including hourly fire watch requirements will be billed as an assessment.

PERMITS are Required to be posted on the outside of the Door of the Unit prior to work beginning. A copy the permit needs to be given to the staff for the files with the vendor registration form prior to contractor being allowed into unit.

You understand that the Association will be making random inspections of the UNIT to ensure work being done agrees with the application submitted and all permits and licenses are valid. The association can HALT all work for paperwork not being complete or work being done not included in the application. Initial Here that you give the association employees and or Board Members permission to inspect the unit during construction as needed:

SIGNATURE _____ PRINT NAME _____

All owners renovating their units must submit plans to the Board of Directors for written approval prior to any work being carried out. The board has 30 days to review and reply. No work should start until approval has been given.

I _____ have read and understand the rules and regulations pertaining to MECHANICAL, ELECTRICAL & PLUMBING and RENOVATIONS TO UNITS. I agree to follow the rules and regulations of The Sand Key Club. IF THE FIRE ALARM SYSTEM MOVED OR ALTERED MUST CALL LIFE SAFETY 727-797-2449. Service calls at owners' expense.

CONTRACTORS NAME: _____

ADDRESS: _____

PHONE: _____ START DATE: _____ COMPLETION DATE: _____

INITIAL EACH LINE ITEM AS ACCEPTANCE:

_____ CONTRACTOR WILL USE FLOOR COVERING AT ALL TIMES IN COMMON AREAS

_____ CONTRACTOR WILL ENSURE ELEVATOR WALL COVERINGS WHEN USING ELEVATORS

_____ CONTRACTOR WILL SWEEP/VACUME/MOP/ ALL FLOOR INCLUDING NOT LIMITED TO: GARAGE, LOBBY, FOYER, and ELEVATORS OF ANY DRYWALL DUST OR CONSTRUCTION DEBRI DURING THE DAY.

_____ CONTRACTOR WILL NOT STORE ANY MATERIAL OR TOOLS IN COMMON AREAS.

In the Event the contractor does not keep the common areas clean the deposit will be used and an additional deposit maybe required and or stop work if contractor does not comply

_____ CONTRACTOR WILL KEEP SOCIAL DISTANCING FROM OWNERS AND WEAR MASKS AS NEEDED.

PLEASE ATTACHED – Rules and Regulations and Contractor Notice and Vendor Registration Form

ATTACH THE BELOW REQUIRED DOCUMENTS FOR APPROVAL

- ☐ _____ CONTRACTORS LICENES
- ☐ _____ CONTRACTOR INSURANCE
- ☐ _____ MATERIAL LIST/DESCRIPTION (Detail quote from contractor, PHOTO's and spec sheets)
- ☐ _____ SURVEY OF UNIT WITH SHADED AREA OF WORK
- ☐ _____ CHECK FOR DEPOSIT
- ☐ _____ VENDOR REGISTRATION FORM
- ☐ _____ CONTRACTOR AGREEMENT FORM SIGNED
- ☐ _____ OTHER

COMPLETED APPLICATION TO:

SAND KEY OFFICE, OR EMAIL TO.

NDISPARTE@RESOURCEPROPERTYMGMT.COM

DO NOT WRITE BELOW THIS LINE

ASSOCIATION BOARD OF DIRECTORS: APPROVED () DISAPPROVED () NEED MORE INFO ()

SIGNATURE: _____ DATE: _____

COMMENTS: _____

WORK CAN NOT START UNTIL PERMIT PRESENTED: YES _____ NO _____

DATE RECEIVED BY RPM: _____ DATE OWNER NOTIFIED: _____

ATTENDANT:

DATE CONTACTOR STARTED WORK _____

DATE EXPECTED WORK TO END _____

PERMIT PROVIDED AT TIME OF WORK STARTED AND ATTACHED _____

PERMIT POSTED ON UNIT DOOR _____



*Sand Key
Club*

CLEARWATER SAND KEY CLUB, INC., NUMBER 1, A CONDOMINIUM NOTICE TO ALL CONTRACTORS

Please sign in and out at the Front Desk with the property Attendant.

PERMITS

The City of Clearwater required permits for all work. Permits as required need to be displayed in a public area and show upon request. **Removal of ANY MATERIAL will require a county ASBESTOS SURVEY.** If the permit is not presented when requested, then association will request that all work be stopped until appropriate permit is presented.

LICENSED AND INSURED

Only licensed and insured contractors can work on Electrical and Plumbing.

STRUCTURAL SOUNDNESS

Contractors are not to impair the structural soundness of the building. Contractors are not to change or work on elements of the unit that are considered the association responsibility and/or Common areas. If the contractor comes across a repair needed to a common area then the association must be notified immediately for solution.

DAMAGE TO PROPERTY

Any damage to the elevators or any common property; hallways, entrance doors, walls, floors and doorways are too fixed at the cost of the contractor and satisfaction of the association.

CLEAN UP

Contractors are required to keep the hallways, stairways, entrance ways, parking lot and foyers clean of debris at all times. The proper use of elevator pad and floor coverings are required while moving equipment/tools and materials through the common areas. Work Supplies/Equipment may not be stored in the foyer, lobby, and stairwell, Fire Halls or Fire Exits. Contractors may not use the grocery carts provided for residents in the garage. Contractors may not use the residents dumpster at any time and are responsible to take the debris off site to dispose of. There will be a clean-up fee charged by the association if the areas are not kept clean.

SECURITY/PARKING

All doors into the building must be kept close and locked at all times. Service (commercially Marked) Vehicles may be parked in the unreserved guest area only while they are on the premises performing the work they were hired to do. No overnight parking is permitted.

HOURS OF WORK

Monday – Friday 8am-6pm

Saturday: quiet work only 8am-6pm (Painting/Wallpapering)

Sunday: No work is to be done

I have read and understand the rules of the community. I agree to abide by these rules.

Company Name: _____ Date: _____

Name: _____ Sign: _____ Unit# _____
noticetoallcontractors.doc CLEARWATER SAND KEY CLUB, INC., NUMBER 1, A CONDOMINIUM



Vendor Registration Form

Owners Name: _____ Unit# _____

MECHANICAL, ELECTRICAL & PLUMBING

*City of Clearwater permits are required for all work.

*Qualified tradesmen should make all repairs and installations.

*Hired professionals or contractors to your unit must work between the hours of 8:00 am to 6:00 pm, Monday thru Friday. Saturday work is permitted but must be "soft" work only, (i.e. painting, wallpapering....no loud construction type of work).

*Residents are not permitted to do loud & noisy construction type work on Sunday or Legal Holidays, nor before 8:00 am or after 6:00 pm on any other day of the week.

*Work supplies/equipment may not be stored in the foyers, lobby, stairwells, fire halls or fire exits.

*Workers may not use the grocery carts provided for residents in the garage, to haul their equipment of any kind.

MOVING & DELIVERIES

*Moving in or out of the building is limited to Monday through Friday, between 8:00 am and 6:00pm.

*All moving must be scheduled with management in ample time to avoid conflicts for the elevator use, as well as install elevator pads for their protection.

***A three hundred dollar (\$300) damage deposit is required prior to moving in or out. After the manager and/or Association attendants determine there has been no damage during the move in/out, the check will be returned to you.**

*Carpet covering must be provided by the moving company, the owner or Delivery Company for the lobby, elevator and foyer if moving in/out during inclement weather or using heavy roller equipment.

*Owners/tenants are responsible for immediately removing all packing boxes, paper, insulation and other debris to the dumpsters. **BOXES MUST BE BROKEN DOWN**, to preserve space. Maximum size is 2 ft. X 2 ft.

*Association personnel may not participate in any delivery or moving function for loading or unloading.

Company: _____ Representative Name: _____

Type of work/Delivery: _____

I _____ the owner of unit# _____ allow the above company to enter my unit for the purpose of _____, from _____ to _____. I understand that only the above-named company will be allowed access to my unit. If there are other vendors that need access to the unit I must notify in writing the CSKC front desk.

___ I understand that I am responsible to provide the key to the vendor, or have someone to meet them to allow access.

___ I am requesting the association to use the emergency key to allow vendor access to my unit. I agree to hold harmless Clearwater Sand Key Club Inc NO 1 Owner's Association, its property management representatives, designees, employees and Board of Directors from any liability.

I further understand I will be responsible for any damages the above vendor does to the community common areas.

Please note vendor forms will be disposed of once the vendor is done. CSKC does not keep vendor sheets on file.

Signature of unit owner: _____ Print: _____

Email: _____ Phone# _____

Please fax to #: (727) 595-5191 or email ndisparte@resourcepropertymgmt.com