



Ocean Harbor Condominium Association of Fort Myers Beach Inc.

4753 Estero Blvd. #100, Fort Myers Beach, FL 33931



REQUEST FOR AUTHORIZATION TO PERFORM WORK IN CONDOMINIUM UNIT

Important: This form must be submitted as soon as possible prior to start of work, for review and approval by The Board.

Date of request: _____ Unit #: _____ Building #: _____ Date request received: _____

Unit Owner's Name: _____ Owner's phone #: _____

Check here if Unit Owner authorizes manager's office to lend their Unit key to their contractor below. Initials: _____ Date: _____

Quote for Work \$ _____

Owner's description of work to be performed: _____

CONTRACTOR WORK SCHEDULE: Start Date: _____ Completion Date: _____

[**Note:** During the months of **January** through **April**, there shall be no excessive work noise such as hammering, drilling, chipping, or cutting within the Unit or on the lanai/balcony, in accordance to our Association Rules & Regulations. Owner & Contractor must attach a copy of their detailed description of work to be done, in accordance to Government regulations and Association guidelines & bylaws.]

CONTRACTOR INFORMATION:

Business Name: _____ License #: _____

Business Address: _____

Business Phone #: _____ Business Fax #: _____

Business Contact Person's Name: _____ Title: _____

***CAVEAT: ALL CONTRACTORS PERFORMING WORK IN OCEAN HARBOR MUST BE PROPERLY LICENSED AND INSURED IN ACCORDANCE TO FLORIDA LAW. A COPY OF THEIR CURRENT LICENSE AND CERTIFICATE OF INSURANCE MUST BE SUBMITTED WITH THIS FORM AND IN FILE AT THE MANAGER'S OFFICE ONSITE.**

- Copy of Contractor's current **certified license** is attached with this form.
- Copy of Contractor's current **certificate of insurance** is attached with this form, with adequate coverage for Unit Owner and Association's interest. Certificate of insurance with; **A. General Liability** and **B. Workman's Compensation Coverage** and/or accepted Exemption per Worker must be submitted, with the Association listed as certificate holder:

Ocean Harbor Condominium of Fort Myers Beach Association, Inc.
4753 Estero Boulevard, Fort Myers Beach, FL 33931

Attn: Manager's Office

***** Ocean Harbor requires a copy of the building permit and the signed final inspection report confirming all work is approved.**

*****Contractor Agreement:** Aforementioned Contractor agrees to abide by the established Rules & Regulations of the Association in all common and limited common areas. All Contractor work must be done only during standard business hours, Monday – Friday, 9-5pm. All construction debris must be hauled away from the Association premises by above Contractor and not disposed of in the Association's dumpster. Any violation or damage to Association property by said contractor will be rectified to their original condition expediently by Contractor at their cost. This is a binding agreement.

Contractor Name: _____ Contractor Signature: _____ Date: _____

OK'd/Architectural Committee _____ Approved/The Board: _____ Date: _____

Conditions: _____



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In accordance to **Article 9: Maintenance, Alterations and Improvements; Section 9.3: Additions, Alterations or Improvements by Unit Owners; and Section 9.3.1: Governmental Zoning Codes.**

- No unit owner shall make any structural additions or improvements in or to their unit, except for wall papering or painting, or any alteration to limited common elements without the prior written consent of the Board of Directors.
- A written request must be submitted by unit owner and shall include a detailed copy of the proposed addition, alteration or improvement prepared by an architect licensed to practice in this state, or a licensed contractor.
- No renovation work is allowed to exceed the existing architectural standards or capacity of each condo unit, i.e.: a new oversized kitchen granite counter top that needs a crane to lift it into the unit and requiring the existing windows to be removed from their building framework, or, become insufficient in our minimum architectural standards such as placing cork, or similar, under padding for carpeting or hard surface flooring like wood or tile, for noise reduction.
- Hallways will not be used for construction storage or unit work at anytime. However, an exception will be given to the Unit owner who gets required permission from all owners on the same building level where work is to be done and is required to clean the hallway daily after work is finished. Any follow-up cleanup that is done by our maintenance staff due to owner's omission will be charged to Unit owner. If tile cutting is to be done, a hooded device must be used.
- The Board shall have the obligation to answer any written request by a unit owner for approval of additions, alterations or improvements in the unit owner's unit or limited common elements within sixty (60) days after the request and all additional information requested is received in the manager's office.
- If the unit owner proceeds with aforementioned work without prior written approval by the Board, they may be required to undo any work done and bring conditions back to their prior original state, at their own expense.
- If the unit owner does not receive a written response from the Board to their above work request within the stipulated time frame after all required documents have been submitted, it shall constitute the Board's consent to the proposed additions, alterations or improvements, which shall be made in compliance with all laws, rules, ordinances and regulations of all governmental authorities, having jurisdiction.
- All approved additions and modifications must meet all pertinent governmental zoning codes.
- A unit owner making or effecting any additions, alterations or improvements agrees, and shall be deemed to have agreed, to hold the Association, and all other unit owners, harmless from any liability and expenses arising therefrom.
- Cleanup of debris/trash after any work done will be the responsibility of the unit owner and their chosen contractor, and will include all common areas used such as hallways, elevators, or parking lot. The unit's old carpeting, padding, or tile flooring, sheetrock walls, to name a few, must never be dumped in our association's dumpsters. Any violation will be the liability of the unit owner and they will bear all cost of removal/cleanup.
 - The carts in each building are not to be used by any contractor to haul construction material or debris for any reason whatsoever. Unit owner and their contractor will be held liable for any violation.

OCEAN HARBOR CONDOMINIUM OF FORT MYERS BEACH ASSOCIATION, INC.
WINDOW & DOOR REPLACEMENT CHECKLIST

UNIT # _____

DATE: _____

The General Intent of the following documents is to provide guidelines and performance thresholds for the replacement of windows, sliding glass doors, terrace doors, and entry doors. The replacement windows, sliding glass doors, and terrace doors are to be identical to the existing components as follows:

- Appearance and Function
- Frame Color – White
- Glazing Tint – Grey Turtle Code Compliant
- Acceptable Manufacturers – ES Windows / WinDoor

The replacement entry doors are to be identical to the existing components as follows:

- Appearance and Function
- Color – Match Existing
- Acceptable Manufacturers – Fleming-Baron

Replacement Windows and Doors Information:

Manufacturer: _____

Installer: _____

Window Location(s): _____

Model No: _____ FL Product Approval/NOA: _____

Insulated Glass (Y/N): _____

Sliding Glass Door Location(s): _____

Model No: _____ FL Product Approval/NOA: _____

Insulated Glass (Y/N): _____

Terrace Door Location(s): _____

Model No: _____ FL Product Approval/NOA: _____

Insulated Glass (Y/N): _____

Entry Door Location(s): _____

Model No: _____ FL Product Approval/NOA: _____

Florida Product Approval with conditions applicable to this installation clearly highlighted. At a minimum, highlighted conditions must include the dimensions, anchor details and spacing and mullion details.

Manufacturer's product data & installation instructions.

After Ocean Harbor Condo Association has approved installation provide copies of the following:

- Notice of Commencement
- Building Permit which denotes the above scope of work

Unit Owner to contact Ocean Harbor Condo Association to have Association's Engineer perform a quality assurance inspection of flashing and frame installation for new assemblies. Flashing and shim spaces to be visible and frame fasteners to be left uncovered for Engineer review. All assemblies to be inspected in one visit. Provide a minimum of 7-day notice prior to inspection.

- \$650 Engineer's Inspection Fee payable to Ocean Harbor Condominium (cost for one inspection)

UNIT OWNER SIGNATURE _____
Signature Date

ASSOCIATION APPROVAL _____
Signature Date