



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: \_\_\_\_\_

Please submit the completed form to the manager's office



# 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

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.