



## REQUEST FOR BOARD APPROVAL OF ALTERATION

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

Unit Number: \_\_\_\_\_ Name(s) of Requestors: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Owner: \_\_\_\_\_ Yes \_\_\_\_\_ No

If no: Owner's Name(s) \_\_\_\_\_

If no, please specify: \_\_\_\_\_ Leesee \_\_\_\_\_ Family/Other

**NOTE:** Requests by non-owners requires written approval of the owner, attached to this request.

Contractor Name(s): \_\_\_\_\_

Contractor Licenses #: \_\_\_\_\_ Contractor Phone Number \_\_\_\_\_

Type of Alteration: (Check all that apply)

\_\_\_\_\_ Windows \_\_\_\_\_ Doors \_\_\_\_\_ Flooring \_\_\_\_\_ Electrical \_\_\_\_\_ Plumbing \_\_\_\_\_ Drywall

\_\_\_\_\_ Kitchen \_\_\_\_\_ Bathroom \_\_\_\_\_ Laundry \_\_\_\_\_ Livingroom/Dining \_\_\_\_\_ Balcony/Patio

\_\_\_\_\_ Hurricane Shutters

Describe in Detail work to be done and method to be used (Attach additional pages if needed):

**Certification below must be signed and dated by the Unit Owner(s) & Contractor:**

I/We certify with our signature below that this alteration and method of installation will be in compliance with:

- the Declaration of Covenants, Conditions and Restrictions (Governing Documents),
- Palma del Mar Association 5 Specifications (Flooring, Windows/Screens & Doors, Hurricane Shutters August 2020), and
- any and all applicable local governmental code requirements.

I/We understand that failure to abide by the Declaration of Covenants, Conditions and Restrictions; Palma 5 Specifications and any and all government requirements will result in our having to remove the alteration and return the common property to the exact condition immediately previous to the installation of the alteration. Such removal and repair of the common property will be in compliance with any and all government requirements and at the unit owner’s expense. All alterations must be completed 90 days from the date the alteration is approved by the Board – if the alteration is not completed within ninety days a new REQUEST FOR BOARD APPROVAL ALTERATION form must be submitted. All damage to the property including leaks, water seepage, cracked or broken stucco and all damage of any other type will be repaired totally at the expense of the owner.

All work to be completed must be performed by **licensed and insured** personnel. Before work is started, contractors must report to the Maintenance Manager. Work may be performed between 8:00 a.m. and 6:00 p.m. Monday through Saturday. No work is permitted on holidays or Sunday. The Unit Owner is responsible for the cleanup and removal of any debris, dust, dirt, grime or mud affecting ANY COMMON AREA at the end of each work day. All debris as a result of constructions **MUST** be removed from the property, **not put into onsite dumpsters**. The Association will charge a fee against the responsible unit for any cleaning costs necessitated by our staff due to your negligence.

Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Occupant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BOARD ACTION: Board Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_  APPROVED  DENIED - If Denied, Reason for Disapproval