

**REQUEST TO MODIFY OR ALTER UNIT
INSTRUCTIONS**

OWNER COPY

The Creciente Condominium Declaration states:

*9.3 **Additional Unit Owner Obligations.** In connection with his maintenance, repair and replacement obligations, the unit owner shall also have the responsibility to obtain the prior written approval of the Association, through the Board of Directors, before performing any maintenance, repair or replacement which requires: changes or alterations to the physical outward appearance of the condominium property; excavation; access to building roofs; removal or modification of any load bearing walls, or cabinets; relocation of plumbing or electrical lines of fixtures; the use of heavy or noisy equipment; such other actions as may cause concern for the peace and safety of the condominium and its residents or the aesthetics of the condominium property. The Association may condition such approval on criteria as the Board deems reasonable, including but not limited to:*

- (A) Preservation of uniformity of appearance;*
- (B) Use of licensed and insured contractors;*
- (C) Right (but not duty) of oversight by the Association or its agent;*
- (D) The Unit Owner submitting plans as to the scope of the contemplated repair;*
- (E) Restrictions as to hours of work;*
- (F) Imposition of time limits in which jobs must be completed and prohibitions against major renovations during certain times of year.*
- (G) Restrictions regarding equipment that may be parked or stored on or near the Condominium Property during construction.*
- (H) Restrictions regarding the storage of materials and supplies necessary for the construction to be performed.*

Unit owners may not engage in extensive remodeling work or heavy construction activity, except with prior approval of the Board of Directors. Extensive remodeling and heavy construction shall be defined by the Board of Directors from time to time, and shall include but not be limited to activities involving the following:

- (A) Activities involving the use of power equipment such as jackhammers, drills, saws, and the like which create substantial noise as determined by the Board.*
- (B) Activities resulting in the creation of substantial noise that can be heard outside of the unit, regardless of whether power equipment is used or not, as determined by the Board.*
- (C) Activities rendering the unit uninhabitable during the performance of the work.*
- (D) Activities requiring the storage of materials or equipment on the premises outside of the unit.*
- (E) Activities involving the presence of work crews or significant numbers of workers, as determined by the Board.*
- (F) Activities requiring the use of scaffolding, booms, or other forms of exterior access.*

Nothing shall preclude the Association from acting as the owner's agent and obtaining the services of contractors to perform unit owner maintenance responsibilities, provided that the Association and the owner so agree and provided that the owner is deemed to consent to reimbursement of expenses incurred, secured by such rights as exist for collecting common expenses under these condominium documents.

Please complete the attached forms in keeping with the Creciente Condominium Declaration.

9.5 Unit Floor Coverings. All units above the ground floor shall always have the floors covered with wall-to-wall carpeting, except in kitchens, bathrooms, balconies, and entrance foyers, except as provided below. Hard floor surfaces (tile, marble, wood, etc.) may only be installed upon prior written approval of the Board of Directors, which shall condition its approval on the unit owner's proof of the installation of appropriate sound-deadening material. Specifications for sound proofing of hard flooring must be approved in writing by the Board or its representative, prior to installation, and then the installed sound proofing must be inspected and approved prior to installation of the hard flooring. The minimum sound proofing material that will be approved shall be of such kind and quality to achieve STC and IIC ratings of at least 47 in bathrooms and 52 in all other areas; and as the Board may further specify. (For example, independent laboratory tests have indicated that Laticrete 18 has STC and IIC ratings of 47 and Laticrete 18 Plus has STC and IIC ratings of 52.)

9.6 Alterations By Unit Owners. No owner may make or permit the making of any modifications or alterations to the outward appearance of his unit, the common elements, or the limited common elements, or make any structural change to load bearing walls within the unit interior without first obtaining the written consent of the Board of Directors, which consent shall be denied if the Board determines that the proposed modifications or alterations would adversely affect, or in any manner be detrimental to the condominium in part or whole. The Board may, in appropriate circumstances, require sealed plans from an Architect or Professional Engineer licensed to practice in Florida as a condition of reviewing any required modification, alteration or addition to the condominium property. The Board, in reaching its decision, may take into account uniformity of appearance, compatibility with architecture in Creeiente Condominiums, the quality of the proposed alteration, objections of neighboring residents, and such other criteria as the Board may reasonably adopt in reaching its decision. If the Board determines to permit any alteration or addition which is visible from the exterior of the premises, from any vantage, said addition or improvement must also be approved by unit owners in the manner provided in Article 9.9 of the Declaration of Condominium. Alterations or modifications involving the removal or modification of any interior non load bearing walls or partitions will be permitted provided such removal would not materially affect or interfere with the utility services constituting common elements, if any, located therein or the structural integrity of the building.

9.7 Additional Unit Owner Responsibility For Alterations And Additions. If a unit owner makes any modifications, installations or additions to the interior or exterior of the unit, common elements in accordance with Article 9.6 above, the unit owner (and his heirs, successors in title and assigns) shall be financially responsible for the insurance, maintenance, care and preservation of the modifications, installations or additions and shall execute such documents as the Association may promulgate accepting said financial responsibility. Any modifications, alteration or addition to the condominium property made by a unit owner, whether or not duly approved by the Board of Directors, may be required to be removed in connection with the Association's maintenance of the condominium property. In such cases, the unit owner who installs the alteration, addition, or improvement (and their successors in title) shall be obligated to reimburse the Association for any costs affiliated with removal and/or reinstallation of the item, with said obligation being secured by a right of lien of equal dignity to



Crecente Condominium Association

7150 Estero Blvd Fort Myers Beach, FL 33931
239-463-9604 (ph) 239-463-4071 (fax)

OWNER COPY

SERVICE PERSONNEL RULES AND REGULATIONS

- Unit Owners shall submit to the board of Directors plans for alterations, remodeling, renovation work, hurricane shutter installation and sliding window installation prior to starting any work. Damage to the common areas, clean-up charges or cost of hauling away debris will be charged to the Unit Owner.
- All Contractors and sub-contractors shall provide a copy of insurance certificates for liability of \$1,000,000 and Workers' Compensation, license and permit (if required by the County and State) to the Manager's office prior to commencing work.
- All service personnel must check in with the Manager daily. The office is located in the South Building on the first floor. Contractors shall park in a "guest" area only and display a contractor parking pass on the windshield for each vehicle on the property. (Passes distributed at sign in).
- No construction noise is allowed before 8:30 am and no work is permitted after 5:00 pm or on Sundays and holidays when the office is closed. Preparatory work is allowed between 8:00 am - 8:30 am.
- Service personnel may park & unload their materials and equipment along side the circle of the north and south building and in the front of the east building without blocking traffic. **NO UNLOADING OR PARKING IN THE GARAGE OR ASSIGNED PARKING AREAS.** No trucks or trailers can be left overnight on the property.
- Service personnel should use the Main Lobby Entrance of each building. If the owner is not home, please contact the Manager for assistance. No contractor may enter through the garage.
- The service elevator is designated for service and delivery personnel. Should it not be padded, it is the responsibility of the contractor to install and remove the elevators pads at the beginning of the work day and at the end of the work day. Pads for the North and South Buildings are located in the cabinets in the elevator lobbies. The pads for the East Building are located, garage lobby level inside the cart storage area. Do not use the elevator until it has been properly padded. Elevators may be reserved and "locked out" up to one hour for removal or delivery of large items.
- Crecente trash chutes and dumpsters are NOT to be used by contractors. Trash and debris should not be left in residences and must be removed from the premises daily. Nothing is to be stored in the hallways or in the common areas. On site dumpsters are approved on a case by case basis by contacting the Manager at 463-9604.
- No washout of paints, grout or plaster is allowed on the premises including the car wash area.
- Building entrance doors and stairwell doors are not to be propped open and left unattended.
- Preparatory work, including cutting and fabrication is not permitted on balconies or in the hallways. Please see the Manager for a location on the property for special cutting needs.
- Workers are to be properly attired at all times while on the premises and are not to wander around the common areas. Eating, drinking, smoking or congregating in the common areas is prohibited. Normal traffic routes used by the workers must be kept clean by covering the carpet daily with a 4ft wide protective covering from the elevator to the unit door and properly secured to avoid tripping. This covering must be removed at the end of each work day.
- The main water valve(s) must be turned off every day in the owner's absence.

CRECIENTE CONDOMINIUM ASSOCIATION

REQUEST TO MODIFY/ALTER UNIT

UNIT # _____ OWNER: _____

The undersigned requests permission to modify the condominium property and submits the following true and correct information in support of the request:

BRIEF DESCRIPTION OF PROPOSED MODIFICATION:

DOES THE MODIFICATION PRESERVE THE UNIFORMITY OF THE APPEARANCE OF THE CONDOMINIUM BUILDING EXTERIOR? (YES or NO) IF NO, EXPLAIN:

DOES THE CHANGE INVOLVE ANY STRUCTURAL CHANGES TO THE CONDOMINIUM PROPERTY? (YES or NO) IF YES, EXPLAIN:

NAME AND ADDRESS OF PERSON DESIGNING PROPOSED MODIFICATION _____

CONTRACTOR(S) _____

ESTIMATED COMPLETION DATE _____

CONTRACTOR LICENSE # _____

CONTRACTOR INSURANCE CERTIFICATE ATTACHED? (yes, no)

Respectfully submitted this _____ day of _____ 20____

Owner Signature

Note: Please attach additional information supporting proposed modification such as a sketch or drawing

CRECIENTE CONDOMINIUM ASSOCIATION
REQUEST TO MODIFY/ALTER UNIT

UNIT # _____ OWNER: _____

Please make sure you attach a copy of your Contractor's License and a copy of your Contractor's Insurance Certificate.

We also need attached photos of the underlayment prior to flooring installation.

These documents must be attached.

CRECIENTE CONDOMINIUM ASSOCIATION

APPROVAL OF MODIFICATION OR ALTERATION OF UNIT

UNIT # _____ OWNER: _____

You are hereby notified that the Board of Administration has approved the proposed modification or alteration requested by you on _____ 20 _____. This approval is limited strictly to the modification or alteration described in the plans and specifications submitted by you and must be performed by the contractor shown on your application.

This approval will be revoked immediately if a change is made in the contractor performing the work or if there is a departure from the approved plans and specifications.

Management may do periodic inspections and digitally photograph the work.

In accepting this approval you shall assume responsibility for any damages resulting from the modification or alteration. You must restore the remaining condominium property to its original condition at the conclusion of the work authorized by this approval.

BY ORDER OF THE BOARD OF ADMINISTRATION

Officer, Creciente Condominium Association

Dated: _____