

RICHMOND PARK - CONDOMINIUM

MODIFICATION REQUEST FORM

Date: _____

From: _____

Address: _____

Home Phone: _____ Work Number: _____

Cell Phone: _____ Email: _____

Modification Requested: _____

Estimated Completion Date: _____

The Association shall either approve, approve with conditions, or disapprove the Application for Approval at the next regularly scheduled meeting of the Board following the delivery of the complete Application with all accompanying documentation, provided such documents are delivered at least 48 hours prior to such meeting.

No Contractor shall begin work or deliver material unless such Contractor has obtained public liability insurance, including completed operations, in an amount not less than \$600,000.00, workers' compensation insurance in an amount not less than \$500,000.00, and an automobile liability insurance policy, including non-owned automobiles, in an amount not less than \$300,000.00. Notwithstanding any minimum amount required herein, no insurance coverage shall be less than the minimum amount required by law.

All insurance certificates shall contain the following provisions: (i) a clause naming the Association as an additional insured with the Effective date and the Termination date; and (ii) a clause requiring prior written notification to the Association in the event such policy is to be canceled, terminated, or modified in any manner.

No installation shall be approved unless and until appropriate certificates of insurance are received by the Association from the insurance agent of the Contractor in conformance (Please make sure it names Richmond Park - - Condo A Condominium as additionally insured); a copy of the occupational license and contractor's license or certificate of competency required by Lee or Collier Counties, Florida for the Contractor; and such other documents and information as the Board of Directors may require.

Please include the following:

- * Drawings of modifications drawn to scale and on survey.
- * Drawings of landscape plan changes on plot map or survey.
- ** Any expense incurred due to City/County code changes will be the responsibility of applicant.

Approved _____ Approved with Conditions _____ Denied _____

If a violation, must be complete by _____

ARC Comments or Conditions:

ARC Authorized Signature: _____ Date: _____

Owner Notified: _____ Copies Mailed: _____

Post-Completion Inspection:

Notes: _____

Property Manager Signature: _____ Date: _____

****RESUBMITTAL IS REQUIRED IF WORK IS NOT COMPLETED WITHIN 6 MONTHS****

Modification Request HOA Approval

ANY modification which owners would like to do in their units (including lanai shades, etc.) must be pre-approved by the HOA Board. Failure to comply could result in a request to remove or undo the modifications. This could incur a significant cost to the owner, so please submit requests for prior approval.

The lanai shades request form is attached. **All owners who rent out their unit are responsible for conveying this information to their tenants and can be fined if violations occur.**

As a reminder, the Master HOA rules state that:

Curtains, drapes and other window coverings (including their linings) which face exterior windows or glass doors of Units shall be **white or off-white** in color, unless otherwise specifically approved by the Board of Directors.

Door, window, or lanai coverings visible from outside the building are considered modifications requiring Board approval.

Flooring on the second floor both on the Lanai or in the condo needs to be soundproof and waterproof on the Lanai.

Drain holes on the lanai first floor and second floor CANNOT be blocked. The drain holes are on the bottom screen frames.

Painting your lanai are allowed only for the **same color** you already have. Approval from the ARC Committee if you want to change the color of your lanai walls.

An ARC Modification form is not required for remodeling your condo, example new kitchen, new bathroom, except **flooring on second floor needs ARC approval**, BUT make sure you have all permits when remodeling your condo, involving electrical, plumbing. Make sure your contractor is licensed and insured. Your protection for any liability.