

**EAST HORIZON CONDOMINIUM ASSOCIATION
UNIT MODIFICATION POLICY**

**UNIT MODIFICATION REQUEST
(PAGE 1)**

Date: _____

Name: _____

Unit: _____

Planned start date: _____

Expected completion date: _____

- 1) Please attach the following:
 - Detailed scope of work statement
 - Sketch/drawings for the proposed project if modification to floor plan or relocation of walls/ceiling/fixtures is planned.
- 2) Please list primary Contractor(s) and all sub-contractor information below:

Contractor #1:			
Contact Name	Phone #	Business License #	Vehicle State/License #

Contractor #2:			
Contact Name	Phone #	Business License #	Vehicle State/License #

Note: Please include an addendum with requested information for all sub-contractors.

- 3) Attach copies of general liability insurance of at least \$1,000,000 each occurrence.
- 4) Attach a copy of Certificate of Worker's Compensation Insurance for the primary contractor and/or all major subcontractors.
- 5) Please highlight any special requirements including any that effect the common area (see policy requirements e.g. dumpster, crane/lift, elevator).

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UNIT MODIFICATION PACKAGE

(PAGE 2)

Please Note:

- All work must comply with the Contractor Guidelines, provisions of the Association's Declaration, Rules & Regulations and Florida and Brevard County Ordinances.
- The EHCA Architectural Guidelines require specified material be used for the following renovation items: Floor coverings and sound proofing materials, windows, doors, shutters and exterior lights.
- UNIT MODIFICATION PACKAGE should highlight any anticipated impact to common areas: placement of a dumpster on property, use of a crane/lift, use of the elevators to transport construction materials, use of common property for cutting material. The Contracted Management Company must be contacted by no later than noon one business day in advance when elevator padding and/or roof access is required.
- Owner and Contractor(s) will be provided a Notice to Proceed that will confirm that the subject unit renovation project has been approved by the EHCA and is authorized to proceed with the defined scope of work.
- A Notice of Rule Violation will be delivered to either the Owner or Contractor upon a violation (such notice can be posted on the unit door). All parties are aware that violations can lead to work stoppage on the project until a meeting is conducted with an EHCA ARC Committee member and that individual is convinced that no further violation will occur.
- It is recommended that the Owner include a provision in his Renovation contracts that "any fines, cleaning and repair costs incurred by the owner will be deducted from the contractor's last payment".
- While the EHCA may inspect the work in progress from time to time, EHCA is not a General Contractor and has no responsibility for the Unit Renovation. It is the Owner's responsibility to ascertain that the alterations or renovations are conducted and completed to the Owner's satisfaction and in accordance with the approved plans and specifications.

Unit Owner Signature _____ Date _____

Contractor's Signature _____ Date _____

Approved By: _____ Date _____
For the Board of Directors