

**WATERSIDE I AT BAY BEACH**

**UNIT MODIFICATION REQUEST FORM**

(Please read and comply with ALTERATIONS notice on our website or a copy from the Property Manager)

Description of requested modification(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please specify if the modification(s) include the following:

Electrical: \_\_\_\_ yes \_\_\_\_ no                      Plumbing: \_\_\_\_ yes \_\_\_\_ no  
Structural/walls: \_\_\_\_ yes \_\_\_\_ no                      Flooring: \_\_\_\_ yes \_\_\_\_ no  
To the limited common area: \_\_\_\_ yes \_\_\_\_ no      Glazing/screening: \_\_\_\_ yes \_\_\_\_ no  
Color change: \_\_\_\_ yes \_\_\_\_ no                      Exterior Appearance: \_\_\_\_ yes \_\_\_\_ no

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

Contractor(s) Lic #'s: \_\_\_\_\_ Liability Ins #'s \_\_\_\_\_

Contractor(s) phone #: \_\_\_\_\_ email: \_\_\_\_\_

Estimated start date: \_\_\_\_\_ Estimated date of completion: \_\_\_\_\_

Please attach the scope of work provided by your contractor(s), drawings and permits when applicable with a signed copy of the "Vendor Do's and Don'ts" form.

I/We certify that the information submitted is true and correct; and that all local, state and federal requirements and permits have been or will be executed and complied with. Any expense the association incurs as a result of vendor negligence, improper installation, clean-up cost or fees relating to fire or elevator alarms will be the owner's responsibility.

Owner's name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return request form for approval to: Sylvie Gauthier, Property Manager  
4198 Bay Beach Ln, FMB, FL 33931  
Email: [W123pm@gmail.com](mailto:W123pm@gmail.com)



Approval of modification

You are hereby notified that the request for modification(s) to unit #: \_\_\_\_\_

has been ( ) APPROVED ( ) DISAPPROVED Date of Approval: \_\_\_\_\_

BOD Signature: \_\_\_\_\_ Position: \_\_\_\_\_

**WATERSIDE I**  
**4198 BAY BEACH LANE**  
**VENDOR DO'S AND DO NOT'S**

- Work is **ONLY** permitted Monday through Saturday from 8am to 5pm. All construction will not be permitted between January 1<sup>st</sup> thru April 30<sup>th</sup> to avoid inconvenience to other owners unless it's an emergency type repair. All work must first be approved by the Property Manager.
- Parking is **ONLY** permitted in the front of the building for loading and unloading. Vehicle(s) must be parked at the side or rear of the building.
- Elevator pads must be installed before starting work and stored away **each evening** prior to the vendor's departure. Pads are located in the cart room in the main lobby. It is the responsibility of the owner to ensure their vendor follows this requirement otherwise they must take the pads down themselves. **NO EXCEPTIONS.**
- Association carts are not permitted to be used by vendors. Lobby doors may not be left open, and it is the responsibility of the owner to give their vendor building and unit access.
- This is a no smoking building, there is no smoking allowed within 20 feet of any exterior door.
- Areas from the entry to the elevator, the elevator itself and the area from the elevator to the unit must be kept clear of all debris. Floors in all areas must be protected from damage and flooring should be covered as necessary. These areas should be cleaned daily as needed, including vacuuming the carpet in the hallways. All cutting (base boards, molding, tile, etc.) must be done outside on the ground level and the area needs to be kept cleaned. Do not wash out paint brushes or buckets anywhere on property.
- Using anything larger than a man portable power tool in the building must be approved by the Property Manager.
- No debris may be placed in the Association dumpsters or recycling cans and must be removed from the premises by the vendor. If you are bringing in a dumpster, please get approval in advance from the Property Manager.
- If you will be creating dust or welding, please cover the sprinkler heads and smoke detectors, including in the mechanical closet, to avoid setting them off. Sprinkler heads should never be painted, and the concealed master bath & bedroom emergency alarm should never be disengaged. If you need the building fire alarm system to be placed on test, please contact the Property Manager or the Maintenance Technician. Please be reminded that during a test you must keep a fire extinguisher on hand at all times and call 911 in the event of a fire as they will NOT respond with the building on test. Notify the Property Manager immediately of any issues.
- To protect the post tension rods, connections to the floor and ceiling slabs must be made with non-corrosive fasteners that do not penetrate into the structural slab more than  $\frac{3}{4}$  inches. Fasteners of up to 2 inches of penetration may be used if a Pachometer, or similar method, is used to locate the top reinforcing and post tension tendons in the slab before beginning drilling operations in order to avoid damaging the existing reinforcing. Connections to columns should be made with an embedment not greater than 1-1/2 inches. Any penetration into structural elements must be sealed to prevent moisture introduction into the slab at the point of penetration.

If there are any concerns or you need any clarification, please contact the Property Manager at 239-765-9700.

Owner & vendor acknowledges that they have read and agree to abide by the "Vendor's Do's & Do Not's."

Vendor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_