

UNIT MODIFICATION APPLICATION

Midnight Cove Association, Inc.

Applications for proposed unit renovation(s) must be filled out and approved by the Board of Directors before work can commence.

APPLICATION FLOW

1. Applications can be obtained from the office.
2. Completed and signed forms should be hand delivered or mailed back to the office as soon as possible. Please mail to:

Midnight Cove Association, Inc.
6302 Midnight Cove Road
Sarasota, FL 34242
3. Upon receipt, Application is to be processed within fifteen working days and prior to the subsequent Board of Directors meeting.
4. Assessment of the request will be addressed by the Maintenance Superintendent. His recommendation, approval or disapproval will be presented to the Board of Directors in writing.
5. If approved, the owner will receive a written reply from Midnight Cove Association's Management Company. The letter will outline the specifications, requirements and progress inspections pertaining to the request.
6. Copy of application and letters will be placed in the unit owner's file for future reference.

REQUEST FOR APPROVAL - UNIT MODIFICATIONS

TO: BOARD OF DIRECTORS MIDNIGHT COVE ASS'OCIATION, INC.

FROM: _____ DATE: _____
Unit Owners(s)

UNIT NO.: _____

I hereby request approval of the Board of Directors of Midnight Cove Association, Inc. pursuant to Section Declaration of Condominium for the following modification(s) to my condominium unit at Midnight Cove Condominium.

(please provide brief description & reason for modification)

The following information is attached for your consideration:

1. A sketch, drawing, print or survey of the proposed modifications(s) showing unit boundary lines.

2. Pertinent information concerning the contractor who will be performing the work, including information regarding his product, if applicable.

MIDNIGHT COVE

CONTRACT AGREEMENT

There have been numerous instances of contractors working in units at Midnight Cove with little regard for our common elements. Examples include a trail of white stain that looks like grout down the hall, in the elevator and along the walkway; removed carpet kept in hallways for several days; and garbage and recycled bins have been filled with the contractor debris/throw away items.

The following guidelines will be strictly enforced. Failure to comply will result in termination or access to the property:

- 1.) You must be licensed by the State of Florida. Proof may be requested by Midnight Cove Association at any time by management.
- 2.) You must have standard liability insurance, including worker's compensation insurance. Proof may be requested at any time.
- 3.) When keys to the unit are picked up at the office a signed acknowledgement of these guidelines is required.
- 4.) Keys must be returned on a daily basis. An employee of the Association may be assigned to inspect the common elements at that time.
- 5.) Midnight Cove grocery carts and luggage valets are not to be used to transport your equipment, supplies, etc.
- 6.) Midnight Cove garbage and re-cycle bins are not to be used for disposal of your debris.
- 7.) You are required to clean up common areas daily by picking up, sweeping or vacuuming as appropriate.
- 8.) Prior to unit modification, (demolition, painting, carpet installation and plumbing when pipe sweating is necessary), contractor or sub-contractor is required to cover smoke detectors with shower caps/plastic bags and masking tape. Covers are to be removed after the job has been completed, and unit is free of dust.
- 9.) Plumbing contractors should use caution when turning off and on "old" gate valves inside individual units. Due to their age, valves may not completely shut down or reopen. If this situation occurs; contact Midnight Cove maintenance through the office immediately.
- 10.) Contractor will consult Midnight Cove office prior to any project that involves Jack hammering, etc. Days and work times will be agreed upon for noisy work, preferably not before 9 a.m.

11.) Contractor will follow these parking guidelines.

- a) No parking at entrances to Bayside five story building or Gulfside seven story building.
- b) No blocking access to Midnight Covered dumpsters.
- c) No parking in carports without permission from the office.

Contractor/CompanyName: _____

Contact: _____

Address: _____ Phone: _____

MIDNIGHT COVE ASSOCIATION, INC.
6302 Midnight Cove Road
Sarasota, Florida 34242
941-349-3770
Fax:941-349-4398