



Request for Architectural Modification (Instructions)

Changes may be made to the interior of your unit or private garage; however, changes that modify or move an interior wall of your unit or private garage must be submitted and approved by the Board of Directors prior to being performed. The reason for such stringent architectural control is the Board is concerned a modification will be made in a home or private garage that might affect the structural integrity of the building or compromise the safety of the electrical or mechanical systems. Below are the instructions for completing your request. Should you have any questions regarding completing the form, please contact the Management Office at 941-921-5393.

1. Before completing this form, at a minimum, please refer to the Declaration of Condominium of 332 Cocoonut, A Condominium, Article 9 MAINTENANCE, ALTERATION AND IMPROVEMENTS and Article 14 USE RESTRICTIONS as well as the 332 Cocoonut, A Condominium Information Guide, General Information/Guidelines, Section 13 CONTRACTORS WORKING ON OWNERS' UNITS and Association Rules and Regulations, Section 10 MOVING AND DELIVERY, Section 18 RESPONSIBILITY OF SUPPLIERS, VENDORS & CONTRACTORS and Section 19 RESPONSIBILITY FOR ON-SITE CONDUCT OF SERVICE PROVIDERS to ensure the request you are making is in compliance with Association requirements.
2. *Please be specific.* On the reverse side of this form or a separate sheet of paper describe in detail the architectural, electrical or mechanical change you would like to make. You will need to state the placement of the change in relation to your unit, specific dimensions, the type of materials you are proposing to use, the reason the change is requested and any other appropriate information. Please note that lack of sufficient detail may result in your request being delayed or denied.
3. Attach a sketch or diagram of the proposed change to this form.
4. All work must be performed by licensed and registered contractors as required by county and State of Florida authorities.
5. This request will not be approved if a copy of the contract for the requested change and the contractor's Insurance Certificate are not attached to this form. The Insurance Certificates need to show proof of liability, automobile and workers compensation insurance and name the 332 Cocoonut Condominium Association, Inc. as an additional insured.
6. The owner(s) is responsible to ensure all common areas that are utilized by the contractor, such as, but not limited to: common stairwells, elevators, garages, hallways, grounds and roads are kept clean of construction debris and dirt during and after the work is being performed.
7. Damage: Any damage caused to Association common areas, such as but not limited to the walls, carpet and elevators will be repaired by the Association and charged to the owner(s).
8. Each request must have the Indemnity Agreement on the application signed by the owner(s) of the unit.
9. You cannot make any architectural change until you receive written approval from the Association/Management to do so.
10. Return this application to the following address:

332 Cocoonut
Condominium Association, Inc.
Architectural Modification Request
Progressive Community Management, Inc.
3701 South Osprey Avenue
Sarasota, FL 34239-6848

332 Coconut Condominium Association, Inc.
Request for Architectural Modification

Date: _____/_____/_____

Owner Name(s): _____

Address: _____

Phone Number: (____) _____ - _____

Project Manager Name (available by phone and in person): _____

Project Manager Phone Number: (____) _____ - _____

Brief Description of Requested Modification: _____

Approximate date work will be completed: _____/_____/_____

All work must be completed within 1 year of Approval Date below. The Board reserves the right to request a bond of completion from the requesting owner and/or the contractor if deemed necessary.

Indemnity Agreement: It is understood that prior to the commencement of the requested Architectural change, a Certificate of Insurance (including workman's compensation insurance) from the contractor must be supplied to the Association. Furthermore, I/We agree to indemnify 332 Coconut Condominium Association, Inc., the Board and Management from any claim, dispute, or mechanic's lien arising from the proposed architectural change. I/ We also agree to save harmless the Board, Association, and Management from any and all liability, which may result from the approval of this request.

Common Area Damage: I/We agree that I/we are responsible for any and all damage caused to the Association's common areas as a result of the approval of this request. This would include, but in no way be limited to damage to the walls, carpet and elevators. I/We further agree any such damage will be repaired by the Association and that I/we will pay for such.

Signature of Owner

Date

Signature of Owner

Date

For Official Use Only

Board of Directors Decision: _____

Name of Board Member

Title of Board Member

Board Member Signature

Approval Date