

Midnight Cove Association, Inc.  
6302 Midnight Cove Road  
Sarasota, FL 34242  
941-349-3004 (Front Desk/Realty)  
941-349-1835 (Association Office)  
Association E-Mail: [MCA@midnightcove.com](mailto:MCA@midnightcove.com)

## **UNIT MODIFICATION APPLICATION**

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

### **APPLICATION FLOW**

1. Application forms can be obtained by logging into the Owner section on [www.midnightcove.com](http://www.midnightcove.com) or by contacting the Association Office at Midnight Cove
2. Completed & signed forms should be hand delivered, mailed, scanned/e-mailed, or faxed back to the office as soon as possible. **Best way is to scan/e-mail back.**

Scan/e-mail to: [MCA@midnightcove.com](mailto:MCA@midnightcove.com)

or

Mail to: Midnight Cove Association, Inc.  
6302 Midnight Cove Road  
Sarasota, FL 34242

Or fax to: 941-349-4398

**Best way is to scan/e-mail back.**

3. Upon receipt, Application is to be processed within fifteen *working days* and prior to the subsequent Board of Directors meeting.
4. The Property Superintendent will assess the request. 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 MODIFICATION

TO: BOARD OF DIRECTORS – MIDNIGHT COVE ASSOCIATION, INC.

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_  
Unit Owner(s)

\_\_\_\_\_  
Unit Number

I hereby request approval of the Board of Directors of Midnight Cove Association, Inc. pursuant to Section 6. of the Declaration of Condominium for the following modification(s) to my condominium unit at Midnight Cove Condominium.

(Please provide brief description & reason for modification, name of contractor with their license number and insurance/liability paperwork along with workers comp paperwork.)

Describe:

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The following information is attached for your consideration:

1. A sketch, drawing, print or survey of the proposed modification(s) showing unit boundary lines.
2. Pertinent information concerning the contractor who will be performing the work, including information regarding his product, if applicable.

3. If the modification is a repair, replacement or maintenance which affects the structural support of the building or is an alteration in the portion of a home or building which is to be maintained by the Association or is a removal of any portion thereof or which jeopardizes the safety or soundness of the building or impairs any easement the following shall also be attached:
  - A. Approval in writing of all other Homeowners in the same building.
  - B. Approval in writing of the Mortgagees of all other Homeowners in the same building.
  - C. A copy of plans for all such work (in the amount of which is more than \$5,000) prepared by an architect or engineer, licensed to practice in the State of Florida.

As the owner of Unit # \_\_\_\_\_ in Midnight Cove Condominium, I understand it will be my responsibility to obtain all necessary government permits and approvals.

\_\_\_\_\_  
Unit owner(s) signature(s)

\_\_\_\_\_  
Approved By:

\_\_\_\_\_  
Date Approved:

Midnight Cove Association, Inc.  
Board of Directors

**CONTRACTOR AGREEMENT FORM**

The following guidelines will be strictly enforced. Failure to comply will result in termination of contractor's access to the property.

- 1) You must be licensed by the State of Florida. Proof will be required before starting the project.
- 2) You must have standard liability insurance, including worker's compensation insurance. Proof will be required before starting the project.
- 3) This agreement must be signed and returned prior to picking up keys to the unit.
- 4) Keys must be returned on a daily basis. An employee of the Association may be assigned to inspect the nearby common area elements at that time.
- 5) Midnight Cove Grocery and Luggage carts can never be used to transport any contractor equipment or materials.
- 6) Midnight Cove Garbage and Recycling are not to be used for any debris.
- 7) You are required to clean up common areas daily by picking up, sweeping, or vacuuming as needed.
- 8) Prior to the Unit Modification (demolition, painting, carpet installation and plumbing, when pipe sweating is necessary), contractor is required to cover smoke detectors with plastic and masking tape. Covers are to be removed after the job has been completed and the unit is free of dust.
- 9) Plumbing contractors should use caution when turning off and on old gate valves inside the unit. Due to their age, valves may not completely shut down or re-open. If this situation occurs, contact the Midnight Cove Office immediately and ask for the Property Superintendent or someone in the Association office.
- 10) Contractor is to give at least 24 hour notice to the Property Superintendent for a required inspection before and after laying any soundproofing materials when installing new flooring. Any shower remodels require a 24 hour pressure test.
- 11) Contractor will consult with Superintendent prior to a project that involves jackhammering or very loud/prolonged noise. Days and work times will be discussed ahead of time, preferably Monday-Friday and not before 9:00AM.
- 12) Contractor will follow these parking guidelines:
  - a. No parking at entrances to Bay Side five story building or Gulf Side seven story building.
  - b. No blocking access to Midnight Cove Dumpsters/Recycling.
  - c. No parking in carports without permission from the office.
  - d. All vehicles will be required to register at front desk and get a parking pass.

Contractor/Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Office Phone Number \_\_\_\_\_  
Direct Contact/Cell Number \_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_