

SANDY COVE 4 ASSOCIATION, INC
Request for Approval of Unit Alterations and Contractor Information

Return completed form to:

Kristin Smith, Community Property Manager
Progressive Community Management
P: 941.921.5393 ext. 1133 Email: ksmith@pcmfla.com

Owner Name _____ Unit # _____
Email _____ Phone _____
Owner agent overseeing work _____ Phone _____

Scope and plan of work (Please include all drawings, material lists, etc.)

City Permit # _____ Contractor Name _____
Contractor Phone # _____ Contractor License # _____
Expected Start Date _____ Expected End Date _____

If work includes loud disruptive noise, specify how many days owners should expect noise and dates below.
_____ days beginning on _____

- I have read and agree to the following statements and have notified the contractor of Association policies.
- Work should be scheduled between 9:00am and 5:00pm, Monday through Friday.
 - Owner will notify management of any activity creating disruption for others prior to starting work.
 - Contractors must use the delivery door, not the front glass doors, for entering and leaving the building and for moving all deliveries and supplies to/from the unit.
 - Unloading/loading from contractor vehicles should be done in the northeast side of the parking lot after which vehicles should be moved to the guest parking area.
 - Any damages to the building and common areas will result in fines to the owner.
 - Owners are responsible for ensuring contractors adhere to all Association policies and are expected to oversee contractor deliveries/work.
 - The Association's trash dumpsters are NOT to be used for disposal of unit alteration debris.
 - The owner and contractors are responsible for the removal of debris from the building.
 - **With the Board's approval**, a separate temporary dumpster may be used.
Request approval for additional dumpster for _____ days, beginning on _____

Unit Owner's Signature _____ Date _____

APPROVED _____ DENIED _____

Property Manager/BOD Signature _____ Date _____