

LAKE VISTA RESIDENCES CONDOMINIUM ASSOCIATION, INC.
UNIT MODIFICATION, ALTERATION, AND IMPROVEMENT FORM

The following is a Unit Modification, Alteration, and Improvement form that needs to be read, signed, and returned to the Lake Vista office with copies of liability insurance, permits, plans, scope of work and a list of all contractors and sub-contractors that will be onsite. This must be done before work commences. Upon receiving the packet, the Board of Directors and the Modification Committee will have 14-30 days to review and approve the application. Once approved, the work may commence.

All Contractors must inform their Sub-Contractors of the below procedures.

All contractors and sub-contractors must sign in at the office located at the Lake Vista Clubhouse on the first day of commencing work.

No major construction work or major repairs involving noisy work on any day or at any time whatsoever are permitted by owners or their tenants or agents before 8:00 am and must end at 4:30 pm. No such work is permitted at any time on Saturdays or Sundays or major holidays, including Thursday and Friday of Thanksgiving, December 24th and December 25th, December 31st and January 1st, and Good Friday.

Noise: Notify the office 48 hours in advance before commencing work that will create loud noise as to type of noise and duration, so the office may notify nearby residents so they can plan accordingly.

The Lake Vista office must be supplied with copies of the following:

Please initial once you have supplied the requested information below.

_____ Current copy of Certificate of Liability Insurance. Please list the address and unit number of the job site.

_____ A copy of permit issued by the City or County of Manatee if permitting is required and must be posted on the door of the unit affected.

(Note: You are responsible for checking with the city to determine permitting. Work without proper permits can result in **long delays and heavy fines imposed by the City or County.**)

_____ A copy of the scope of work or plans for remodel.

_____ A list of all subcontractors or other personnel must be submitted **before access to property** is allowed. When delivering the list of subcontractors or other personnel, the Homeowner should introduce the Contractor to the Onsite Manager and Maintenance Supervisor before the job begins to review the below guidelines.

_____ No hard-surfaced floor covering may be installed without the proper sound attenuation material, commonly referred to as underlayment. The resulting sound transference must have a STC (Sound Transference Class) and IIC (Impact Insulation Class) equal to or greater than Proflex 90. For every installation, prior to contracting for the product installation, the owner is required to provide the Association with the name of the underlayment material to be used. If Proflex 90 is not to be used, the owner must provide certified product test results for the proposed product that indicates the STC and IIC information for that product. Proflex 90 has an IIC rating of 68 and an STC rating of 72. A higher number will provide better results. Upon submitting this information, the Association will either approve or disapprove of the proposed material. Just prior to the installation of any approved material, the owner will coordinate a time for the Association to inspect the product to make certain it complies with what has been approved.

Load Bearing Walls: Any remodel involving load bearing walls must be first approved and subsequently monitored by the Lake Vista Maintenance Supervisor as well as approved by the Board of Directors.

Use of Power Saw: Cutting of tile, trim, studs, cabinets, counter tops, drywall, carpet, any other type of flooring are to be done in the inside of the unit or the unit's lanai ONLY. You are responsible for checking with Management **before** commencing work to determine if such work requires predetermined specifications as set forth by the Association.

Heat Detectors: The heat detector which is located at the high bar in the kitchen must be covered when doing any work which creates dust or fumes, i.e., sanding, painting, carpet installation, demolition, etc. All smoke detectors must be covered. If a smoke detector is activated by the Contractor, a fee may be imposed to replace the activated smoke detector.

Fire Sprinklers: Sprinkler heads must be covered and protected. Subsequent cleaning or changing out the sprinkler heads due to damage, overspray from textures, paint, etc., will be done by the Lake Vista Fire Sprinkler Maintenance company and billed to you. Lake Vista must be notified of any planned replacement or relocation of a Fire Sprinkler and or a Fire Alarm sounding device in the unit to allow for inspection by the Association's contracted Fire Sprinkler Maintenance company.

Elevators: Please notify the office 48 hours in advance of delivery and removal of material so that the elevators can be padded. Padding must be removed daily upon departure.

Trash/Debris Removal: NO materials are to be put in the Lake Vista dumpsters, trash room chutes or left anywhere on the property. You are responsible for cleanup and removal. Materials or trash must be moved between 8:00am-4:30pm, Monday-Friday. No dumpsters allowed on property without permission.

Parking: ABSOLUTELY NO PARKING UNDER THE BUILDINGS or parking in handicapped spaces. You will be subject to towing at your expense.

Grocery Carts: The use of the grocery carts is PROHIBITED. They are for the residents' use only.

Cleanup: Lobbies, elevators, walkway, entryways, and stairs are to be CLEANED DAILY before you leave. That includes not only the floor you are on but also any floors or balconies below that have dust and debris attributed to your job. Dust from sanding, drywall, etc., must be mopped up. Allow for cleanup time. If the Lake Vista's Management Staff must clean up, you will be billed at a rate of \$60.00 per hour, one hour minimum.

Both owner and contractor must sign the form below and return it to the Lake Vista Office located at the Clubhouse. Please provide a copy of a valid Certificate of Insurance. Please submit all paperwork together, not in pieces.

Owner Signature: _____ Date _____ Unit# _____

Contractor Signature: _____ Date _____

Print Name (Contractor) _____

Contractor office phone number _____ Cell number _____

Is permit required _____ Yes _____ No Status of permit _____

Manager reviewed: _____ Date reviewed _____