



5751 Soldier Circle · Sarasota, FL 34233
(941) 921-4119 Fax (941) 921-4001

ALTERATION/MODIFICATION REQUEST CHECKLIST

The following is a list of items required to be submitted to the Association as a **complete** package prior to approval of a request by the Board of Directors. Incomplete packages will not be processed.

1. **Original** Alteration/Modification Request Form available on our website at awcondos.com under Association Documents. All three pages must be completed, signed by **all** owners of the Unit, and notarized.
2. If you are using a Contractor to complete the requested work, the following must be submitted. A copy of the contractor's current:
 - certificate for general liability insurance with coverage limits of at least \$1,000,000;
 - certificate for workers compensation insurance; and
 - business license.
3. Copy of Sarasota County permit, if applicable.
4. If you are installing hard and/or heavy surface floor coverings, the manufacturers specifications for installation of the product and for underlayment must be submitted.

Flooring shall meet the requirements specified by the Association. (Please see "Hardwood & Laminate Flooring Modification Requirements" available on our website at awcondos.com under Association Documents.)

Please allow a minimum of five (5) business days for review of your Alteration/Modification Request. Do not start any work until your Request is approved.

Date Received by Office/Initials: _____/_____/_____



Admirals Walk

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Alteration/Modification Request Form

Owner's Name(s): _____ Bldg #: _____ Unit #: _____

Phone #: _____ Email: _____

Describe Proposed Alteration / Modification:

List of Materials Being Used (attach if necessary):

Flooring Modifications: Must Include Manufacturers Recommended Specifications for Installation of Product and, if applicable, Manufacturers Specifications for Underlayment

Installation Company/Contractor: _____

Address: _____

Phone #: _____ Contact Person: _____

Estimated Starting Date: _____ Estimated Completion Date: _____

SIGNED Construction Agreement and Release Attached (REQUIRED) (Check Box)

APPROVED BY: _____ BOD/PM Date: _____

INSPECTED BY: _____ BOD/PM Date: _____



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CONSTRUCTION AGREEMENT AND RELEASE

Admirals Walk Condominium Association, Inc. (hereinafter the “Association”) will permit the undersigned owner(s) in Building #____ Unit # _____ (hereinafter “Owner”) to engage contractors and vendors and their respective employees and/or agents (hereinafter “Contractors”), to install improvements and/or perform work within Owner’s Unit, subject to the terms and conditions set forth hereinafter:

1. Owner confirms that the information contained in the Alteration/Modification Request Form and any related documentation, including but not limited to any Manufacturers’ Specifications, which has been submitted by Owner to the Association contains true and correct information to the best of Owners’ knowledge.

2. For all flooring modifications, Owner agrees that the Association must be allowed to inspect the installation of the underlayment **prior** to the installation of any hard and/or heavy surface floor coverings, including but not limited to, tile, marble, or wood.

3. For all alterations/modification projects, Owner agrees to remove all trash resulting from the project, including, but not limited to, carpet, floor padding, appliances, cabinets, fixtures, paint cans, and product packaging, so that it is disposed of off-site, and not in the Association’s trash compactor area.

4. As applicable, Owner agrees to submit a Contractor’s current certificate for general liability insurance with coverage limits of at least \$1,000,000; a Contractor’s current certificate for workers compensation insurance coverage; copies of licenses; and copies of any required permits.

5. Owner agrees to ensure that any applicable Manufacturer’s Specifications are followed for the installations and/or work to be performed in the Unit, and further agrees to claim all responsibility for Contractors’ failure to follow any such Manufacturer’s Specifications. If Contractors fail to follow any Manufacturer’s Specifications, Owner agrees to bear all costs, including any attorneys’ fees, associated with correcting that failure.

6. Owner acknowledges that the work performed within the Unit by Contractors shall be at Owner’s sole risk, and that the Association shall not have any responsibility or liability for the work performed by Contractors. Owner further acknowledges and agrees that the Association has made no representations regarding Contractors’ ability or qualifications to perform the work.

7. Owner hereby releases, indemnifies, and holds harmless the Association, its officers, directors, agents, employees, and representatives from all claims, damages, losses, and expenses, including, but not limited to, attorneys' fees, arising out of or resulting from Contractors' entry into the Unit and the work and actions performed by them.

IN WITNESS WHEREOF, this Construction Agreement and Release has been read and signed this _____ day of _____, 20____

Print Name: _____

Print Name: _____

STATE OF _____
COUNTY OF _____

The foregoing Construction Agreement and Release was sworn to and subscribed before me this _____ day of _____, 20____, by _____, who is/are personally known to me OR who produced _____ as identification.

My commission expires:

Print Name: _____
Notary Public (SEAL)