

SUNSET HARBOR OWNERS ASSOCIATION INC.- MODIFY CONDOMINIUM UNIT

The undersigned owner acknowledging remodel of condominium.

Some of the constraints noted below are within the condo documents, other constraints are for courtesy to unit owners.

Please submit to the board from 2 weeks to 72 hours in advance based on the different items below making sure affected unit owners are informed and any safety precautions can be taken if needed.

Form is available on the www.sunsetharborcb.com website, bottom of webpage under documents or contact Steve Stephens or Tom Beaulieu per owner's directory for a paper copy.

Please submit form to the 3rd floor drop box or send to sunsetharbor3873@yahoo.com.

Description: _____

Expected project start date & end date: _____

-Normal work hours for contractors should be 8AM to 5PM: Monday thru Friday. Weekend work should be 9AM to 4PM with minimal noise, exceptions for emergency situations such as air-conditioner repairs or water leaks.

-Make sure the contractors are licensed and insured, any permits needed made visible in owner's window.

-Any cutting must be done in the unit or outside on the grass area. No cutting allowed on walkway.

-The contractor is responsible for hauling away trash, i.e. cabinets, sheet rock.

-Contact board member if you are going to have a dumpster brought in for refuse, please let us know 72 hours in advance so we can make arrangements on where to put it in the parking lot.

-The contractor is responsible for cleaning up each day, including the elevator, walkway, and lobby.

If the contractor does not clean-up, it is the unit owners' responsibility.

<u>Item</u>	<u>Constraints</u>
Replacing Flooring inside unit	Any jackhammering or other loud machinery noises should only be done Mon-Fri 8 AM – 5 PM with a 72-hour notice.
Flooring on balcony	No permanent material (glued carpet, tile, etc) should be placed on balcony other than SHOA paint provided.
Replacing exterior windows	Notice to SHOA board member 72 hours in advance with proper color of dark brown.
Structural change	Submit sealed blue print documents to SHOA board member with a 2-week notice.
Major Plumbing	Notice to SHOA board member 1 week in advance to verify other units will not be affected.
Front Door	SHOA is responsible for maintenance of front door, please notify Steve Stephens or Tom Beaulieu.
Screen Door	Notice to SHOA board member 72 hours in advance with proper color of dark brown & full glass.
Balcony Screen	SHOA is responsible for maintenance of balcony screens, please notify Steve Stephens or Tom Beaulieu with any needs. There could be a cost to the unit owner for removal of shutters to repair screens based on access.
Replacing Shutters	Notice to SHOA board member 72 hours in advance with proper color.
Major moving of household or furniture items in elevator	Contact Tom Beaulieu or Steve Stephens to place moving pads in elevator 72 hours in advance.

Please keep a board member updated with any schedule changes due to weather and /or contractor issues.

Date _____ Unit # _____

Printed Name _____ Signature _____

Board of Director Acknowledgement: Name: _____ Date: _____