

AVALON OF NAPLES CONDOMINIUM

Modification Form Checklist

This Checklist must be provided with all applicable items checked off.

- Modification Request Form, and, if needed, a letter detailing the modification or addition you would like to make.**
- Business License of Contractor**
- Insurance of Contractor:**

Avalon of Naples 1, 2 or 3, A condominium must be listed as Certificate Holder as an additional insured:

*Avalon of Naples 1, 2 or 3, A condominium
c/o Cardinal Management Group, A RealManage Company*

- Drawings (site plan, elevation, landscaping, etc.) as applicable.
(unless a paint request check below)**
 - Paint Request (no site plan required).
 - Color samples with name/number provided.
 - Sound control material sample.
 - Hard flooring material sample.
- Resubmittal of requested changes for approval.**
- Resubmittal of new plan, if required.**

AVALON OF NAPLES CONDOMINIUM

MODIFICATION REQUEST FORM

Date:

To: ATTN: Avalon Manager

Cardinal Management Group, A RealManage Company

24311 Walden Center Dr. Ste 103, Bontia Springs, FL 34134

P: (239) 774-0723

Email: avalon@cmgflorida.com

From: _____

Address: _____

Home Phone: _____ Work Number: _____

Cell Phone: _____ Email: _____

Modification Requested: _____

Estimated Completion Date: _____

SITE PLANS AND/ OR PHOTOS MAY BE REQUIRED

The Association shall either approve, approve with conditions, or disapprove the Application for Approval at the next regularly scheduled meeting of the Board following the delivery of the complete Application with all accompanying documentation, provided such documents are delivered at least 48 hours prior to such meeting.

If the project requires prompt attention between board meetings the property manager may submit the modification request and supporting documentation to each board member individually for their written approval. Approval by a majority of the board members is required.

No Contractor shall begin work or deliver material unless such Contractor has obtained public liability insurance, including completed operations, in an amount not less than \$600,000.00, workers' compensation insurance in an amount not less than \$500,000.00, and an automobile liability insurance policy, including non-owned automobiles, in an amount not less than \$300,000.00. Notwithstanding any minimum amount required herein, no insurance coverage shall be less than the minimum amount required by law.

All insurance certificates shall contain the following provisions: (i) a clause naming Avalon of Naples I condominium Association, Inc. as an additional insured with the Effective date and the Termination date; and (ii) a clause requiring prior written notification to the Association in the event such policy is to be canceled, terminated, or modified in any manner.

No installation shall be approved unless and until appropriate and conforming certificates of insurance are received by the Association from the insurance agent of the Contractor in conformance (Please make sure it names you association, Avalon of Naples (I, II or III), A Condominium as additionally insured); a copy of the occupational license and contractor's license or certificate of competency required by Collier Counties, Florida for the Contractor; and such other documents and information as the Board of Directors may require.

Please include the following:

Drawings of modifications drawn to scale and on survey.

Permits if required by County or City

Timetable for the work

Impact of the project on the building or community i.e., utility interruption, access limitations, etc., if any.

Any expense incurred due to City/County code changes will be the responsibility of the applicant.

Approved _____ Approved with Conditions _____ Denied _____

If a violation, must be complete by _____

Board Comments or Conditions:

Board Authorized Signature: _____ Date: _____

Owner Notified: _____ Copies Mailed: _____

Post-Completion Inspection:

Notes: _____

Property Manager Signature: _____ Date: _____

****RESUBMITTAL IS REQUIRED IF WORK IS NOT COMPLETED WITHIN 6 MONTHS****