

ARCHITECTURAL CHANGE FORM

Chateaumere Condominium Association, Inc.

j Southwest Property Management Corp.

1044 Castello Dr., Suite 206, Naples, FL 34103-1900

(239) 261-3440 □ FAX: (239) 261-2013

Name of Applicant (Print)

Date of Application

Address of Applicant

Telephone Number - Work

City State Zip

Telephone Number - Home

Address of Unit Being Considered

DESCRIPTION OF ADDITION, CHANGE, MODIFICATION, ETC.

Submit copy of all proposed additions, changes, modifications, etc., and where pertinent, these will be represented by floor plans. In addition, submissions will include proposed colors, materials and all additional information necessary for the Board of Directors and the Collier County Building Department (when involved) to make an informed decision. **If all required information is not received with this completed application, it will automatically be rejected until all requested information is received.**

DESCRIPTION: _____

The undersigned acknowledges that they have read and understand this application. They also understand that until a signed approval is received, no work is to be started.

Applicant's Signature

Applicant's Signature

CONDITIONS OF APPROVAL:

1. All required permits must be obtained and displayed by owner prior to work beginning, and copies furnished to the Association.
2. \$2,500.00 Security Deposit is required by the Association and must accompany this application for any flooring project or single-room renovation whose estimate to complete is \$50,000.00 or less. The security deposit for all other ARC requests is \$10,000.00.
3. Unit owner is responsible for any and all damage caused to common areas as a result of the project
4. Chateaumere Condominium Association, Inc. Construction Standards must be followed (see other side).
5. Unit owner responsible to see that contractors are licensed, bonded and properly insured. (Copy of said documents must be submitted to the Association with this application.)

ADDITIONAL CONDITIONS: _____

APPROVE

DISAPPROVED

Chateaumere Board of Directors

Date

Chateaumere Condominium Association, Inc.

CONSTRUCTION STANDARDS

All Construction conduct and behavior in Chateaumere Condominium Association, Inc. must comply with the Construction Standards:

- A. Preconstruction. When the owner has received BOD Approval and ONLY after approval, the following requirements must be satisfied before any material deliveries or construction may commence.
1. Permit - Approval by the BOD does not preclude the necessity for obtaining building permits from the County Building Department and other appropriate agencies. All permits must be posted per applicable law.
 2. Security Deposit - \$1,000.00 Security Deposit must submitted with the application
- B. During Construction.
1. Inspection. The BOD or its designated representative may periodically inspect the unit under renovation to assure compliance with the approved plans and specifications.
 2. After any replacement of flooring/underlayment has been installed, must be inspected.
 3. Trash Disposal.
 - a) Care should be taken when loading trucks and hauling trash to prevent spillage while in transit. Owners and contractors shall be held responsible for trash and debris resulting from their construction process.
 - b) At the end of each work day, materials must be stored inside the unit and all trash placed in the dumpster. No trash is to be strewn about the site or piled openly. It is imperative that all sites be maintained in a clean and professional manner.
 4. Damage. Any damage to property in the Chateaumere Condominium Association, Inc. will be charged to the Property Owner. Damage includes, but is not limited to, injury to property resulting from mechanical equipment, vehicles, petroleum products, and personnel (whether willful, negligent, or accidental).
 5. Working Hours. Working hours will be from 8:00 a.m. to 5:00 p.m., Monday through Friday. No work will be performed on Saturday or Sunday.