



## **ASSOCIATION ARCHITECTURAL APPROVAL REQUEST**

### **For Unit Additions – Alterations – Improvements**

**Owner's Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address** \_\_\_\_\_

**HOA Office:** 4850 Cobia Dr. SE St. Petersburg FL, 33705

**Anticipated Start Date:** \_\_\_\_\_ **Estimated Completion Date:** \_\_\_\_\_

**Type of work to be approved:** Provide Complete Description of Improvements (attach additional page if necessary):

Structural changes to include removal of existing wall or load-supporting structural member. \*<sup>1</sup>

Install patio/balcony gate

Install satellite dish

Install new window(s)\*  Install new door (s)\*

Install Dryer Vent\*<sup>2</sup>

Any/All Plumbing or Electrical Alterations

Install hard flooring in unit\*<sup>3</sup> (i.e. tile, wood, laminate)

**\*Copies of permits, insurance and plans must be submitted to HOA with request.**

1. A Written Asbestos Survey by a FL Licensed Asbestos Consultant mailed or delivered 10 days in advance to Pinellas County Air Quality Division. Call 727-464-4422 go to [www.pinellascounty.org/environmrntal/airquality/default.htm](http://www.pinellascounty.org/environmrntal/airquality/default.htm) to obtain Notice Of Demolition Asbestos Renovation Form. (Form attached)
2. Dryer vents may not be run through the attic or any common areas.
3. Sound abatement must be installed under Tile or Wood flooring material on second floor.

Contractor Name (if applicable): \_\_\_\_\_

Contractor Company (if applicable): \_\_\_\_\_

**\*Contractors must submit a copy of their license and an insurance certificate naming Waterside at Coquina Key South as an additional insured before work starts.\***

As Owner of the aforementioned Unit, I request Association approval to do, at my expense, the following alterations with the understanding that the all work will conform to the specifications (as applicable), special instructions and/or comments listed below. Any contractor I hire to perform the approved alterations will be licensed, insured and will obtain any permits which may be required by all applicable governmental bodies. I will be responsible for the conduct of the contractors and their personnel, any damage done to the common areas, any cleaning required to the common areas, and properly disposing of any debris left in the condominium common areas resulting from the completion of approved alterations. (A copy of contractor rules is attached). Homeowners may not undertake any alterations as referenced in the Declaration of Condominium without prior approval of the Association. The Association reserves the right to inspect and photograph the project during any phase at its discretion, and I will cooperate to facilitate access if requested.

**I also understand that the Association will maintain certain standards for items placed on the condominium's limited common elements, and the Association has the right to require the removal of items from limited common elements that may detract from the aesthetic integrity of Waterside.**

**PLEASE NOTE:** Homeowners are prohibited from penetrating any exterior surface in the limited common elements of the condominium (i.e. balcony walls) without prior permission and instructions from the Association for the purpose of properly securing any impairment to the waterproofing system.

**Also, any current or future damage to any common or limited common area that is a direct or indirect result of this alteration will be the sole responsibility of the owner/applicant to bear any and all cost related to repair of affected areas as well as any resultant legal expense.**

Owner's Signature: \_\_\_\_\_

Date \_\_\_\_\_

*Do Not Write Below This Line*

ASSOCIATION RESPONSE:

APPROVED

NOT APPROVED

Waterside at Coquina Key South Condominium Association, Inc.

Signature:

Date:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Comments: \_\_\_\_\_

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*Completed Request Forms are to be submitted to the Managers Office:*  
Waterside at Coquina Key South Condominium Association, Inc.  
4850 Cobia Dr. S.E. • St. Petersburg FL, 33705  
EMAIL: [WATERSIDEADMIN@TAMPABAY.RR.COM](mailto:WATERSIDEADMIN@TAMPABAY.RR.COM) FAX: 727-895-4158

## **CONTRACTOR RULES**

- Contractors may be on property 8 a.m. till 5 p.m. Monday through Friday and 9 a.m. till 4 p.m. Saturday. All contractors vehicles must be off property by 5 PM – M to F or 4 pm on Saturday. It might help if they start packing up equipment and tools a half hour early.
- The office must have 24 hour notice prior for water shut-off so we can post for other residents effected. **\*Important\* Association Staff will/must turn off & on water valves.**
- Contractors & personnel may go only to the unit or area they are working in. Work should be performed on the owner's rear patio or balcony, not in front of the condominium residence. Workers may not wander about the premises. Restrooms at the Yacht Club or other public restrooms are not to be used by contractor crews.
- Contractors must immediately notify the Owner and the Association office of any damage caused to any part of the building.
- Waterside makes no provision to dispose of construction debris, large cartons or construction debris generated on site. Contractors may not dump any trash into the compactor. All construction debris must be hauled away.
- Contractors should notify the Association in advance if they are going to use tools that cause excessive noise (jackhammers etc.).
- Contractors may park in spaces near medians. They should not park in front of buildings, except to load or unload.
- Waterside does not provide carts or dollies for contractors use.
- The Association reserves the right to notify the Owner that the HOA will no longer allow the contractor on to the premises due to disregard of the contractor rules.

OWNERS SIGNATURE: \_\_\_\_\_

CONTRACTOR'S SIGNATURE: \_\_\_\_\_