

Revised March 2024
Bridgewater at Bonita Beach Condominium Association, Inc.
ARCHITECTURAL DESIGN MODIFICATION REQUEST

Applicant's Name: _____ Unit Number: _____

Contact #: _____ Email address: _____

Describe your request:

Estimated projects start date: _____ ***Estimated completion date:*** _____

Except for minor construction, minor repairs and emergency repairs, no construction as described below under Major Construction shall be performed between November 1st and April 30th of each year unless otherwise approved in writing by the Board. All construction shall be subject to the requirements of Section 11.3 and 11.5 of the Amended and Restated Declaration of the Condominium.

Major Construction requires a deposit check of \$1000.00 made out to Bridgewater at Bonita Beach before construction can begin see Item 4 below.

SUBMITTAL REQUIREMENTS CHECKLIST

- READ ATTACHED DOCUMENT –**
CONTRACTORS AND DELIVERIES & Information Contractors Need to Know
- SIGN REQUEST**
- RECEIPT OF DESIGN STANDARDS SPECIFIC TO YOUR PROJECT**
(Attach documentation to items listed below) If any of the listed items pertaining to the project are not attached the application will not be accepted for consideration.)
- PERMITS, PROOF OF LICENSURE AND INSURANCE BY ALL CONTRACTORS PERFORMING IMPROVEMENTS.**
- Hurricane Shutters**
See condo requirements
- Window or external doors replacements or modifications Installation of glass enclosures on Lanai.**
See condo requirements
- Installation of Tile or hard surface flooring**
Per soundproofing requirements of Collier County
- Plumbing and Electrical Changes**
Requires permits and specification, and location plans. Maintain access to cable or telephone lines. Alteration of utility lines impacting another unit requires Board approval.
- PROJECT PLAN**
Use design plans, sketch or contractor's drawing(s) with specific location of any electrical or plumbing changes

The Owner/Applicants(s) signing below understand that this request must be approved and granted before any modification work may begin. Any work or installation commencing before approval is granted will be required to be removed. A request presented to the Board must be completed and final before being submitted. Any subsequent changes will require that the complete application be resubmitted for approval. The request must meet all terms and conditions as defined within this document.

Date _____

Signature of Applicant _____

Signature of Applicant _____

THIS SECTION IS TO BE COMPLETED BY THE BRIDGEWATER AT BONITA BEACH BOARD OF DIRECTORS OR REPRESENTATIVE

Date received: _____ Date Approved: _____

Board Approval: () Approved () Disapproved (state reasons below)

Name: _____

If Disapproved the Reason: _____

Contractors and Deliveries Policy – revised October 2020

Except for minor construction, minor repairs and emergency repairs, no construction shall be performed between November 1st and April 30th of each year unless otherwise approved in writing by the Board. All construction shall be subject to the requirements of Section 11.3 and 11.5 of the Amended and Restated Declaration of the condominium.

Except for minor construction, minor repairs and emergency repairs, no construction to a unit (including repairs) shall be performed without the prior written approval of the Board.

Minor repairs shall mean repairs (not involving penetration of a wall, ceiling or floor) to electrical or plumbing fixtures within the unit, to HVAC equipment, to appliances, to broken window glass, and to furniture or furnishings.

Emergency repairs shall mean repairs that are necessary to prevent damage to the unit or the building such as: repairing leaks to the plumbing, refrigeration, or HVAC, systems repairing defective HVAC equipment or electrical malfunction.

Minor Construction (Subject to the limitations of the following sentence), shall mean painting, replacement of appliances, hanging of pictures, mirrors and other materials on walls that can be done with picture hangers or molly bolts and replacement of carpet with carpet.

Major Construction Any construction that requires a building permit, that involves demolition. Including flooring, walls, replacement of cabinets, removal of walls penetration of a wall, ceiling or floor of the unit, replacement of windows or that is likely to generate abnormal noise outside the unit shall be considered major construction.

1. All contractors performing construction on a unit must be licensed, bonded and insured to protect the Association against any and all liabilities, including workman's compensation claims and other work-related claims. Such contractors shall agree that they enter the condominium property at their own risk and shall agree to indemnify and hold harmless the Association against all claims arising from presence on the property.
2. Contractors performing construction on a unit, except minor construction, emergency repairs and minor repairs, shall complete the contractor application and be approved by the Board prior to commencing construction.
3. The plans for any construction that must be approved by the Board must be submitted to the Board or its architectural review committee for written approval prior to any work being performed.
4. As part of any construction approval that- is considered Major Construction the Board will require a unit owner provide a deposit of \$1000.00 to the Association prior to commencing construction. The deposit shall be used in the event of any damage caused to the common elements by the construction activity. The deposit may also be used by the Board toward any third party fees or cost (such as compensation to architects, engineers or attorney fees which the Board believes may be incurred in connection with the approval or monitoring of such construction. If any damage exceeds \$1000.00 or if any third party expenses exceed \$1000.00 any additional cost will be the responsible of the owner. After the construction is complete, the deposit, less any amounts necessary to pay for any damage caused by the construction activity to common elements or third party review shall be refunded to the unit owner.
5. Contractors may only work on the property between 8:00 am to 5:00 pm Monday –Friday.
6. Except for emergency repairs, contractors may not work on the property outside of these hours.
7. In areas where cutting, patching or mixing is occurring, entrances to adjacent rooms must be sealed and all alarms and vents covered.
8. Construction debris may not be thrown to the ground but must be removed using the west elevator (with pads) or a stairway. . Contractors may not use the Association's grocery or luggage carts.

9. *All construction debris must be removed from the premises at the end of each day. Contractors are required to clean up any mess in common areas by the end of each day. No construction debris can be placed in the Association dumpster or in the trash room. No construction dumpsters or porta potties are allowed on the property.*
10. *No paint, grout, mud or other installations materials may be poured into sinks, drains, (including storm drains), toilets, bathtubs or shower drains.*
11. *Cutting of tiles and sawing of any kind is to be performed in the unit or at the car wash station not in the walkways or other common areas, unless authorized by the Board in its approval. The contractor shall take all reasonable steps to ensure that any activities in the unit causing excessive noise, such as cutting and sawing, shall be performed with all windows and doors of the unit closed.*
12. *The east elevator may not be used for large deliveries or contractor supplies. The west elevators may only be used if elevator pads have been installed. Please call management at least three days in advance to have them installed.*
13. *Parking or standing in front of the garages is prohibited.*
14. *All eating, drinking and smoking by contractors and their employees must be done either inside the unit in which they are working or off the condominium premises.*
15. *Owners must comply with Association's approved specifications for screen doors, security and storm shutters and dock boxes.*
16. *The Board may revoke or modify any construction approval previously given if in its sole discretion it appears that the construction has or will have an adverse effect on the Condominium.*
17. *The contractor shall be responsible for ensuring that all subcontractors comply with the Association rules and the terms of the construction approval.*
18. *Failure of a contractor or any subcontractor to comply with the Association rules or the terms of the construction approval will be sufficient reason for the Board to deny any request for that contractor or subcontractor to work at the building in the future.*

Information Contractors Need to Know.....

Owners are asked to provide this information to all contractors hired to do remodeling projects.

- **Contractors will need their own access code.
Contact Izabella M. Spero, CAM, CMCA – bspero@maymgt.com**
- **Contractor Hours: Monday to Friday 8:00 am to 5:00 p.m. (Except for emergencies)**
- **Contractors need to dispose of all materials used in the project daily.**
- **Contractors are not permitted to place any debris in the condo dumpster.**
- **Reminder to abide by the FL State Laws/condo specs regarding tile/hard floor sound proofing requirements.**
- **All tiles are to be cut at the car washing station not in the hallways of the units.**
- **Contractors are not to use grocery or luggage carts owned by the Association.**
- **Elevator pads need to be installed in the west elevator for deliveries and supplies taken up to the units. Call Martha Gomez 239 687 0262.**



