

CRYSTAL BAY CONDOMINIUM ASSOCIATION, INC.

Contractor “Sign-In” Package

Following is a checklist associated with modifying, renovating, or improving a condominium unit at Crystal Bay Condominium Association, Inc. Each contractor must complete this package in its entirety and receive board approval prior to any work being completed at this association. This includes plumbing, electrical, kitchen or bathroom remodeling, flooring, cabinetry, texture, paint, etc. The only exceptions to prior approval are immediate emergency procedures to remediate current or future damage. All contractors must be licensed and insured to perform work at Crystal Bay. You must submit a copy of your building permit, license, and insurance with Crystal Bay Condominium Association, Inc. and Ameri-Tech Companies listed as additional insured's on the proof of insurance documentation. Any contractors performing work without prior approval will be asked to immediately leave Crystal Bay and will NEVER be allowed to perform services for this association again. The only exceptions to this policy will require owner and or contractor contacting management direct at 727-572-4353 to receive a written waiver. Such waiver will be given at sole discretion of association manager only.

We realize this protocol may be stringent. However, there has been a rise in unapproved improvements that have led to common area damage.

1. **Complete a Notification to Modify or Improve a Unit** – All those wishing to make renovations or modifications to a unit must complete a Notification to Modify or improve a Unit and receive prior approval. It is recommended that you submit the form at least 2 weeks prior to the planned start day of the work. Forms are available in the wall boxes by Crystal Bay Office. Upon completion, please slide package through mail slot on office door if no one is in office.
2. **Contractor Rules & Acknowledgement** – Provide the contractor with a copy of the rules, complete the contractor information package, and obtain an acknowledgement signature from the contractor that the rules are understood prior to starting a project.
3. **Receive Approval to Commence Work** – You will then receive approval to begin work on your unit.

For Further Information Please Contact:

Crystal Bay Condominium Office

Phone: 727-572-4353

E-Mail: greed @ameritechmail.com

CRYSTAL BAY CONDOMINIUM
NOTIFICATION TO MODIFY OR IMPROVE A UNIT

Unit Owner(s)	Unit #	Phone Number(s)
Date Work is Scheduled to Begin	Length of Project, Approximate End Date	
Contractor's Name	Contractor Phone Number(s)	Contractor Rules Issued to & Signed By Contractor? () Yes () No
Check All Areas that Apply Below		
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Living Room	<input type="checkbox"/> Dining Area
<input type="checkbox"/> Bedroom 1	<input type="checkbox"/> Bedroom 2	<input type="checkbox"/> Bedroom 3
<input type="checkbox"/> Bath 1	<input type="checkbox"/> Bath 2	<input type="checkbox"/> Half Bath
<input type="checkbox"/> Entry	<input type="checkbox"/> Laundry Room	<input type="checkbox"/> Closets
<input type="checkbox"/> Balcony Screened	<input type="checkbox"/> Balcony Open	<input type="checkbox"/> Other
<p>Briefly describe intended improvements by areas selected above and include details for work affecting the following: flooring, walls, ceilings, doors, electrical, plumbing, heat/AC, kitchen appliances or cabinets, bathroom fixtures, shelving, etc.</p> <p style="text-align: center; margin-top: 100px;"><i>Attach continuation sheet if necessary</i></p>		
Additional Notes		
Owner Signature	Date	
Board Approval Signature(s)	Date	

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CONTRACTOR RULES & ACKNOWLEDGEMENT

- () **Trash shoots, carts, dumpsters and janitorial rooms may not be used for construction debris.** All contractors and owners are responsible for removal of all debris and are not to use CB trash chutes, dumpsters or janitorial rooms for this purpose. In addition, contractors may not use the utility/grocery carts.
- () **All materials/debris must be removed** following the renovation and common areas cleaned promptly.
- () **Elevators—Contractors should only use the freight elevators with protective mats** (B cab elevator on right as you face the elevator banks). Buildings A, B & C.
- () **Carpet and elevators must be protected** when transporting materials and equipment.
- () **Sound proofing material is required for all tile or hardwood flooring installations and must be approved by the Condo Association.**
- () Work such as drilling, hammering, etc. that would disturb neighbors should take place between **8:00 am to 8:00 pm Monday through Saturday.**

Contractor(s) Name		Contractor Phone Number(s)	
Name(s) of Personnel Working On-Site At Crystal Bay	Phone Number(s)	Vehicle Make & Model	

I acknowledge that I have read and will abide by the above rules while performing work at Crystal Bay Condominiums.

Signature of Contractor	Date
Unit Owner's Name	Unit #

Contact Info:
Crystal Bay Condo Office
 Phone: 727-572-4353