

For review during New Owners Application Interview

Subject: REQUEST TO MODIFY CONDOMINIUM PROPERTY

OWNERS ARE REQUIRED TO COMPLETE AND SUBMIT FOR APPROVAL A **REQUEST TO MODIFY CONDOMINIUM PROPERTY** BEFORE BEGINNING ANY STRUCTURAL WORK ON THE INTERIOR OR EXTERIOR CHANGES TO THE CONDOMINIUM UNIT.

A **REQUEST TO MODIFY CONDOMINIUM PROPERTY** must be completed for alterations including, but not limited to: Alteration of an exterior or interior wall, carport, replacement of a patio, roof replacement, gutter / downspout addition or replacement, electrical and plumbing work which adds or alters existing systems, window and door replacement.

Examples of changes which do **Not** require submission of a **REQUEST TO MODIFY CONDOMINIUM PROPERTY** include: Painting, wall paper, floor & wall tile, carpeting, replacing kitchen / bathroom cabinets (except when altering plumbing and electrical systems), replacing plumbing and lighting fixtures and ceiling fans.

The REQUEST TO MODIFY form requires supporting documentation, including:

- Description of the proposed modification(s)
- Drawings of the proposed modification
- Name & Address of the Contractor(s) performing the work
- Contractor's License #
- Contractor's Certificate Of Liability Insurance including workers compensation
- Building Permit #, if required. The Sarasota Counting Planning & Development provides guidance as to when a Building Permit is / is Not required at the following link: <https://www.scgov.net/Home/ShowDocument?id=40930>

Shared Carports: Unit owners are responsible for maintaining the roof, ceiling, structure and floor. Repairs to a damaged carport ceiling or roof, including resurfacing the floor are a shared expense between villa-mates. Please work together in planning these changes with your villa-mate.

Copies of the **REQUEST TO MODIFY CONDOMINIUM PROPERTY** are available at the SRV office or on the SRV website, <https://www.srvsarasota.com/>

Thank you,

SRV Building Committee Chairperson
Office phone: 941-927-9849

Owner acknowledges this subject was discussed during the New Owners Application Interview and they have received a copy of this document.

Received _____, Owner

Villa # _____ Date _____

Interview conducted by: _____ Date _____

STRATHMORE RIVERSIDE VILLAS ASSOCIATION, INC.

2700 Riverbluff Parkway / Sarasota, FL 34231 / Srv2700@comcast.net / Fax: 941-927-9849

Subject: REQUEST TO MODIFY CONDOMINIUM PROPERTY / Villa #

In accordance with SRV *Rules and Regulations*, Section VI Villa Maintenance and Structural Changes, OWNERS ARE REQUIRED TO COMPLETE AND SUBMIT FOR APPROVAL A **REQUEST TO MODIFY CONDOMINIUM PROPERTY** BEFORE BEGINNING ANY STRUCTURAL WORK ON THE INTERIOR OR EXTERIOR CHANGES TO THE CONDOMINIUM UNIT.

DESCRIPTION OF PROPOSED MODIFICATION:

Please confirm your REQUEST TO MODIFY includes the following supporting documentation:

ITEM	Yes	No	N/A	Supporting Information
Does the modification change the appearance of the condominium unit?				
Does the modification involve interior / exterior structural repair / replacement changes to the condominium unit? If Yes , a Building Permit is required.				
Drawings of the proposed modification attached?				
Contractor Name, Address, and Phone #				Name: Address: Phone:
Contractor's License #				License #:
Contractor's Certificate Of Liability Insurance including workers compensation				
Building Permit #, if required				Permit #:
Estimated Project Cost				\$
Estimated Start Date Estimated Completion Date				Date: Date:

Respectfully submitted this _____ day of _____, 20__

UNIT # V-_____ ADDRESS: _____

PHONE # _____ EMAIL ADDRESS: _____

OWNER NAME: _____
PRINT NAME
SIGNATURE

STRATHMORE RIVERSIDE VILLAS ASSOCIATION, INC.
A Residential Community for Persons 55 Years of Age or Older
2700 Riverbluff Parkway / Sarasota, FL 34231 / Srv2700@comcast.net / Fax: 941-927-9849

***** FOR OFFICE USE ONLY *****

REQUEST TO MODIFY CONDOMINIUM PROPERTY / Villa #

Request Dated:

You are hereby notified that the Board of Directors has approved the proposed alteration or change requested by you on _____, 20 __. This approval is limited strictly to the alteration or change described in the plans and specifications submitted by you and must be performed by the contractor shown on your "Request to Modify Condominium Property". Approval granted contingent to changes specified below:

Required changes, if any:

By Order of the Board of Directors / Building Committee:

Project Approved by: _____ 20__

NAME

DATE

Project Completion Inspection by: _____ 20__

NAME

DATE

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REQUEST TO MODIFY CONDOMINIUM PROPERTY - POLICY AND INSTRUCTIONS -

Having submitted a Strathmore Riverside Villas Association, Inc. (SRV) *REQUEST TO MODIFY CONDOMINIUM PROPERTY*, Owner will abide by the following policies set forth by the Board of Directors:

1. Prior approval by the BOARD for all interior and exterior structural alterations or changes **MUST BE SUBMITTED** TO SRV's Board / Building Committee for approval, in advance of the work. Owner understands that no work can begin until such approval is received.
2. Fully complete the *Request To Modify Condominium* application before submission. The exception to this is the permit number which is obtained and should be submitted just prior to commencement of the work to be done. An approved modification form is good for six (6) months from the date approved.
3. If required, a permit **MUST** be secured from the Sarasota County Building Department. Owner further understands that any alteration or change made by a contractor, sub-contractor, or owner, without prior SRV approval must be returned to its original construction. Reference the following Sarasota County website for permitting guidance: <https://www.scgov.net/Home/ShowDocument?id=40930>
4. **For AC replacement;** in the event the county's final inspection fails, owner may be advised by the county inspector to consult with a FL licensed structural engineer. A copy of the structural engineers report may be required to close the permit. All permits are required to be closed.
5. Since all of the villas of SRV and the common elements of SRV are the responsibility of the Association, ALL contractors doing work in SRV either internal or external to a villa, shall supply the SRV office with a Certificate of Liability Insurance with minimum coverage of \$500,000, bodily injury and property damage as well as coverage for workers compensation.
6. Owner is responsible to notify the SRV office when the contractor is on the premises. If not previously provided, Owner is responsible to provide the Building Permit number if one is required. Typically, the permit is not available until shortly before work is started.
7. Owner acknowledges and accepts responsibility for any damage to an SRV villa or other common elements (e.g. buildings, infrastructure, grounds, vegetation, etc.) which may occur during or as a result of the project.
8. It is preferred that all work be done by licensed contractors, however, whether done by licensed or unlicensed contractors item #1 above **MUST** be followed. It is recommended that each contractor be provided a copy of this *Policy And Instructions* for their awareness and compliance.
9. If a roof modification is being done, please remind your contractor that the mansard and/or drip edge must be painted to match existing. Color codes are available at the office. Gutter additions / replacement must be approved by the Board / Building Committee.
10. Owner / contractor is required to clean work area daily. Contractor's trailers and work vehicles are not allowed to be stored on SRV property overnight without prior board approval. Contractor's parked trailers and work vehicles cannot interfere with traffic. They may be parked in the owner's carport or a designated parking spot.
11. Contractor may not place advertisement signs at the work site. Permit boxes are excluded.
12. Owner releases the Association from any responsibility or liability relating to the alteration or change as specified in the approved *Request to Modify*.

Upon approval of Request to Modify owner will receive a signed copy of attached request and agrees to notify the Building Committee of the alteration or change when completed.

Owner _____ V- _____, 20____
Signature Villa # Date