

APPENDIX 2 - CONDOMINIUM MODIFICATION REQUEST

BAYWAY ISLES - POINT BRITTANY THREE CORPORATION, INC.

(for all Interior and exterior modification/renovation work)

Please print clearly

Owner Name: _____ Date: _____

Owner Name: _____

Building Address: 5130 Brittany Drive S Unit Number #: _____

Phone #: Home: _____ Cell: _____

Email Address:

Please identify the type of modification:

Remodeling: _____ Electrical: _____ Plumbing: _____ Painting: _____

Air Conditioning/Heating: _____ Hot Water: _____ Flooring: _____

Please provide a detailed description of the work:

Estimated Start Date: _____ Estimated Completion Date: _____

Building 3 Board of Directors requests Seven Calendar Days (7 calendar days) written notice before work is started. This time stamp begins when all information has been completely submitted to the PBAC Administration Manager.

Certain requests may require that the Board employ the services of external engineering or other professional consultants for proper evaluation. If required, applicant will be provided with an estimate of the charges for such services and must agree to pay those before the evaluation of the request can proceed. Construction must meet all City of St. Petersburg zoning, building codes, and City/County Laws. Nothing herein contained shall be construed as a waiver or modification of any such code or law.

****PLEASE NOTE** A CERTIFICATE OF INSURANCE AND PROOF OF LICENSE FROM CONTRACTOR IS REQUIRED BEFORE CONDO MODIFICATION REQUEST FORM IS APPROVED AND SIGNED.**

Agreement and Waiver of Liability

I/We understand and will comply with the following:

1. If the modification is not completed as described, work must be remedied or removed by Homeowner at Homeowner’s expense.
2. Homeowner is required to advise all contractors that common areas are not to be used as work or storage areas. **No working on or storage on the walkways.** Contractors will also be held responsible for thorough clean-up of common areas, sidewalks, and streets.
3. Homeowner agrees to adhere to all applicable state, county, and city building codes and all necessary permits and provide copies of these documents to the PB Office. Homeowner is responsible that contractor obtain proper permits and that they are posted appropriately.
4. Homeowner agrees to use only Florida licensed and insured contractors.
5. Homeowner agrees that all contractor employees (and subs) must wear face masks while on Point Brittany Property, remain socially distanced if and when such requirements are in place on the property, and follow all local and State health mandates during a public health crisis.
6. Homeowner agrees to not allow any work to commence before 8:00 a.m. and stop by 5:00 p.m. and all workers must be off premises by 6:00 p.m., Monday through Friday.
7. Homeowner is responsible for the actions and activities of contractors (and subs) while onsite of the community.
8. Homeowner agrees to abide by the governing documents relative to allowable alterations.
9. If flooring is being replaced, Owner and contractor both attest that they have complied with any governmental requirement(s) associated with mold and/or asbestos testing.
10. Applications from non-owners will **not be accepted.**
11. The Association, Board of Directors/Committee are not liable for any construction defect, or the construction worthiness of the vendors selected by the Homeowner.

This Waiver of Liability and agreement is hereby acknowledged and accepted by:

X _____ Date: _____
Owner’s Signature

X _____ Date: _____
Owner’s Signature

Contractor Information

Contractor Company Name: _____

Contractor Main Contact: _____

Contractor Address: _____

Contractor Phone Number: _____

Contractor Email: _____

Contractor Website: _____

Estimated Onsite Employees: _____

Contractor Insurance Carrier(s)

Liability Insurance Carrier: _____

1. I, the contractor, certify I am licensed in the State of Florida and Pinellas County and carry the necessary liability, property damage, and worker's compensation insurance, as required by law. **(License and insurance proof must be attached to this form.)**
2. I, the contractor, will secure the required permits for the work to be completed and they will be posted on the outside of the unit door prior to the commencement of the project. **A copy will also be provided to the office.**
3. I, the contractor, will be totally responsible for any collateral damage to the common elements, which may occur during the work, and will remove old windows, window tracks, frames, flooring materials, and any other trash, and packaging materials from the site when the work is completed on a daily basis. The contractor further agrees to also sweep all the common areas including, the elevators and hallways daily.
4. I, the contractor, will use superior sound-reduction underlay with advertised ratings of IIC 65 and STC 65, or equivalent sound-reduction material, as required for tile, wood, vinyl or laminate floor installation on Floors 2 through 10. I further understand that: (a) Carpeting for floors must be installed with, at a minimum, the manufacturer's recommended carpet padding for the carpet to be installed; (b) Regardless of flooring surface used, all hard surface flooring, including but not limited to, tile, wood, vinyl, or laminate must be installed with a specified IIC* and STC* sound-reduction underlay or equivalent embedded material(s). Rated assemblies must achieve IIC and STC ratings for an assembly that consists of a 6" concrete slab with no suspended ceiling below the concrete slab that meet or exceed IIC 50 and STC 52 and all manufacturer advertised ratings must meet or exceed IIC 65 and STC 65; (d) Bare or painted concrete floors are not permitted; (e) Documentation illustrating the specifications for all flooring and underlay material(s), which must meet the requirements of (a), (b), and (c) above, must be submitted with the required renovation (condo modification) application(s); and (f) Documentation will be submitted as a part of the completed application. BEFORE the floor covering is installed, the contractor will have the underlayment in place and verified in writing by a Building 3 Director/Vice President/ President.
5. I, the contractor, understand that if flooring is being replaced, Owner and contractor both attest that they have complied with any governmental requirement(s) associated with mold and/or asbestos testing.
6. **I, the contractor, am responsible for having the contract work inspected by the City of St. Petersburg, who will determine that the work meets all requirements of the City of St. Petersburg. Copies of all completed inspection certifications will be submitted to the PBAC Office.**
7. I, the contractor, will schedule the final inspection by the City of St. Petersburg and will correct any deficiencies noted.
8. I, the contractor, certify that the work will be in conformity with the Point Brittany Governing Documents and the City of St. Petersburg guidelines and ordinances.

X _____ **Date:** _____
Contractor Signature

Completion Date: _____

**BAYWAY ISLES - POINT BRITTANY THREE CORPORATION, INC.
 CONDOMINIUM MODIFICATION REQUEST**

BOARD OF DIRECTORS CMR CHECKLIST

	OWNER	BoD
1. UNIT OWNER INFORMATION	_____	_____
2. DESCRIPTION OF WORK, START/COMPLETION	_____	_____
3. OWNER SIGNATURE	_____	_____
4. CONTRACTOR INFORMATION AND SIGNATURE	_____	_____
5. CONTRACTOR LICENSE	_____	_____
6. CONTRACTOR LIABILITY INSURANCE	_____	_____
7. IF AC OR HOT WATER TANK REPLACEMENT		
CONTRACTOR’S PROPOSAL, INCLUDING THE TYPE AND SIZE OF THE PROPOSED	_____	_____
SCHEMATIC/FLOOR PLAN WITH UNIT PLACEMENT	_____	_____
8. IF NEW FLOORING		
SPECIFICATIONS OF UNDERLAYMENT	_____	_____
TYPE OF FLOORING TO BE INSTALLED	_____	_____

BAYWAY ISLES - POINT BRITTANY THREE CORPORATION, INC.
CONDOMINIUM MODIFICATION REQUEST
REVIEW

Approved as submitted.

X _____
Signature of Building 3 Board Member Date

Approved with conditions: _____

X _____
Signature of Building 3 Board Member Date

Disapproved for the following reasons: _____

X _____
Signature of Building 3 Board Member Date

NOTE: The above approval is not and may not be taken as an endorsement of the proposed contractor or the capability of the contractor to perform the proposed work. The Board of Directors does not carry out any investigation of the contractor and any disputes or problems with the contractor and any defective work are entirely your responsibility.

APPENDIX 6 - RULES FOR CONTRACTORS

1. Contractors and their workers should take particular care to avoid damage to elevators, lobbies, and walkways. Use of the walkways for work areas is discouraged, but if necessary, adequate measures must be taken to protect the exposed surfaces. Contractors may be held responsible for any damages to the building caused by their workers.
2. Contractors must use Elevator No. 1 (on the left) for construction materials and only when padded by the building custodian.
3. Working hours are between 8 a.m. and 5 p.m. on weekdays only, and excluding holidays observed by the management office.
4. Contractors must observe the Building [parking rules](#). Temporary parking in front of the building is permitted for loading and unloading for a maximum of 30 minutes. Parking is available in the Building's overflow parking lot across Brittany Drive.
5. Contractors must remove promptly and haul away construction debris. Use of trash chutes and the Building's dumpsters is not permitted for the disposal of construction debris. Contractors are also forbidden to use the Building grocery carts for transporting construction materials and debris.
6. Smoking by workers is not permitted in common areas of the Building, including elevators, lobbies, stairwells, and walkways.
7. It is in your best interest to ensure that your contractor is properly licensed, adequately insured, and provides you with adequate warranties, particularly if any of the work affects the building or services in the building. If the contractor's work causes any damage to the building or services in the building that the contractor does not promptly correct, the Association will repair and you will be responsible for the cost of the repair.
8. Flooring for floors 2 thru 10 must be installed with padding or underlay as specified in [Section 6](#), Paragraph 2 of these Rules and Regulations.

APPENDIX 5 - AIR CONDITIONER AND HOT WATER TANK INSTALLATION

1. A new air conditioner compressor or hot water tank to be located in the common area reserved for them must conform in size and placement in order to be accommodated in the available space.
2. The size of the hot water tank should not exceed that of the tank being replaced.
3. In each utility closet, the available space must be shared equitably by the apartments assigned to that closet. In a closet to which 3 apartments are assigned, replacement air conditioning or condenser cabinets and associated ducts must not occupy more than one-third of the louver or the floor space in front of the louver. In utility closets or rooms to which 2 apartments are assigned, replacement air conditioning or condenser cabinets and associated ducts must not occupy more than one-half of the louver or the floor space in front of the louver. If there is an existing condenser cabinet in a closet that occupies more than its equitable share prior to the adoption of this paragraph¹, the space available may be less and an owner may not be able to use all the space to which he/she should be entitled. However, when an over-sized (greater than 28-inch wide) condenser is replaced, the replacement may not occupy more than one-third or one-half, as applicable, of the louver or the floor space in front of the louver. For the purpose of determining the space occupied by a condenser, any clearance required for air intake or discharge is part of that space. Proposals for sharing the space that do not meet the requirements of this paragraph may be submitted with a Condominium Modification Request with a written agreement signed by all the owners that are assigned to that utility closet or room.
4. The air discharge duct from the air conditioning compressor cabinet must be adequate in size, properly seated, and fully extended to the building discharge louvers in the shortest possible span with the least number of turns.
5. You must obtain the written approval of the Board of Directors before proceeding with the installation in the common area of an air conditioning compressor or hot water tank. *Please submit with your application a copy of the contractor's proposal including the type and size of the proposed unit.*
6. Whenever an air handler is replaced or removed and reinstalled, it shall be provided with a secondary drain pan equipped with a secondary cut-off switch.
7. You are reminded that the installation of an air conditioning compressor or hot water tank requires a building permit from the City of St. Petersburg.

¹Paragraph 3 was adopted on July 5, 2023.

[Revisions to paragraphs 3 and 4 adopted by the Board on July 5, 2023. Paragraph 6 added on October 4, 2023 and old paragraph 6 renumbered to 7.]