

The Riverview Association

Renovation/Modification Approval Request Form

This request form is to be completed by the homeowner and submitted to the Board for approval **BEFORE** any work commences.

THIS SECTION TO BE COMPLETED BY HOMEOWNER

Association Name: The Riverview Association Date: _____

Name: _____

Unit #: _____

Phone: _____ Email Address _____

DETAILED DESCRIPTION:

LOCATION:

SPECIFICATIONS:

All applications must include detailed copies of plans, diagrams or pictures of materials to be used, paint/material color sample(s), etc.

Applications submitted without detailed specifications will not be reviewed.

All requests must conform to all local zoning and building regulations and include all necessary permits.

SECTION TO BE COMPLETED BY THE BOARD OF DIRECTORS

REQUEST: Date Approved: _____ Date Denied: _____

BOARD MEMBER'S SIGNATURE _____

COMMENTS: _____

Please Return Completed Form to:

Pinnacle Community Association Management
3307 Clark Road
Sarasota, FL 34231
Email: susan@pinnaclecam.com

The Riverview Association

RESIDENT OWNER- CONTRACTOR AUTHORIZATION FORM

All Owners must notify the Board of Directors when work will be done within their units. Owner must provide a name of the Contractor, the Company name, when, and how long they will be accessing the Owner's residence.

Owner must provide workmen the following instructions:

Deliveries: Residents are to see that elevator pads (stored on the 7th floor) are installed whenever the elevator is used to move material between floors. Elevator pads are to be returned to the 7th floor when finished or at the end of each day. The elevator must not be left on hold any longer than necessary.

Material: All materials are to be brought in/out through the building's rear doors; not through the front door/lobby. The ground floor doors are to be monitored while workmen are present to ensure that doors are not propped open and building safety compromised.

Contractor Hours: Monday-Friday (8:00 a.m. – 5:00 p.m.). An exception may be arranged in case of emergency by contacting the Board. Contractors must remove all debris created by their work inside or outside of the building.

Contractor or Owner: Must always provide drop cloth (s) from the unit doors to the elevators to prevent damage to the carpet in the hallway and all workers are required to clean up any mess/debris that they create in the hallway, lobby, or common area. Contractors are not permitted to place any debris in the Condominium's dumpsters. If carpet becomes soiled at all during remodel, Contractor is responsible for correcting with a licensed flooring company.

By signing below Resident Owner has reviewed above with contractor and authorizes the listed Contractor to access their UNIT # _____

OWNER SIGNATURE: _____ DATE: _____

CONTRACTOR: _____ LICENSE# _____

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The Riverview Association

Renovation Checklist

Unit # _____

Owners Initials

Manager's Initials

ARC Request

Resident Owner Contractor Authorization

Requirements for Unit Work

Vendor Insurance

Vendor License

ASSOCIATION USE ONLY

Date Received (completed package): _____

Manager's Signature _____

The Riverview Association

Association Requirements for Unit Work

REQUIREMENTS OF WORK BEING DONE BY INDIVIDUAL HOMEOWNER:

1. Send in a Proposal/Plan in writing to the Board of their Intent.
2. Board Approval.
3. City Permit when required.
4. Plumbing and Electrical must be done by a licensed Plumber/Electrician (Licensed by Manatee County)
5. No permit, No entry. *(See below where Permits are required)

When Permits are required:

1. Any walls modification.
2. Any kitchen remodeling exceeding \$1,000.00.
3. Any bathroom remodeling exceeding \$1,000.00.
4. New or modified electrical work.
5. New or modified plumbing work.
6. New water heater or A/C.

Additional requirement:

1. Windows and shutters replacement require city permit and wind speed code compliance. Painting and flooring do not require a permit.

Date: _____

Signature of Owner: _____

Please Print Name: _____

Unit Number: _____