



THE METROPOLITAN AT LAKE EOLA CONDOMINIUM ASSOCIATION, INC.

ARCHITECTURAL MODIFICATION APPLICATION FORM

Please return this form to:

Attention:
Joshua Pack
151 E. Washington Street
Orlando FL 32801
(407) 849-0246
manager@metropolitanlakeeola.com

DATE: _____

UNIT #: _____

UNIT OWNER (APPLICANT): _____

TELEPHONE #: (HOME) _____ (WORK) _____

ARCHITECT'S PLANS & DRAWINGS AND/OR MATERIAL SPECIFICATIONS MUST BE ATTACHED BEFORE APPLICATION WILL BE CONSIDERED. COPIES OF CONTRACTORS' CURRENT CERTIFICATE OF INSURANCE AND LICENSE ARE REQUIRED FOR THE APPROVAL PROCESS. UPON ASSOCIATION APPROVAL BUILDING PERMITS FROM CITY OF ORLANDO PERMITTING SERVICES AT 407-246-4444 MUST BE OBTAINED PRIOR TO COMMENCING WORK.

I / We hereby make application to THE METROPOLITAN AT LAKE EOLA CONDOMINIUM ASSOCIATION for the above described item to be approved in writing.

I / We understand and acknowledge that approval of this request must be granted before work on the modification may commence and that if modification / installation are done without the approval of the Association, the Association may force the removal of the modification/ installation and subsequent restoration to original form at my expense.

All contractors are responsible for removal of debris as a result of improvements. Upon approval, remember to schedule with the Management office in advance for the installation date(s).

Applicant: _____ Date: _____

Applicant: _____ Date: _____

This Section For Office Use Only

APPLICATION APPROVED



APPLICATION DENIED



X _____ Date: _____



SCOPE OF WORK FORM

UNIT# _____

OWNER(S) NAME _____

Kitchen:

Living/Dining Room:

Master Bedroom

Master Bath

Bedroom #2/3

Bath #2

Other:



CONTRACTOR INFORMATION FORM

Contractor Name: _____ Commercial License # _____

Phone #: _____ Cell # _____

Workman's Name(s)

Onsite Supervisor _____ Phone# _____

Unit Owner: _____ Unit # _____

Type of Project _____

Start date _____ End Date _____

PERMITS

Permit# _____ Date: _____

Type: _____ Issued By _____

Permit# _____ Date: _____

Type: _____ Issued By _____

LICENSES AND INSURANCE

Business License _____

Workers Comp _____

Liability Insurance Carrier _____

Phone Number: _____



○ OWNER RULES AND AGREEMENT

- 1. I carry a minimum of \$300,000 in liability insurance coverage.
- 2. I understand that disposal of all debris, fixtures, and building material are my sole responsibility and are not to be put in or left by the Metropolitan's dumpster or surrounding areas.
- 4. I understand I am responsible for any and all charges incurred by the Association to repair damage or cleaning of any common elements.
- 5. I am aware that fire sprinklers are inside the unit and in the common areas and may easily be hit or damaged. I am responsible for any service, materials, and labor charges to reset or repair any sprinklers that are damaged or accidentally tripped, including any fees charged by the City of Orlando Fire Department for responding to a false alarm.
- 7. I understand that I must provide parking for all contractors and their workers and that the Metropolitan will not provide additional parking or storage space for construction supplies.
- 8. I understand that the Board or its authorized representatives are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed area, the work in progress or the completed project to insure compliance with the Declaration and application, and that such entry does not constitute a trespass. The Board will make every effort to notify the owner of the date and time of any proposed inspection.
- 9. I understand that I am authorized to construct, install or make alterations only what has been approved. Any work that deviates from this approval is unauthorized construction or alteration and may be required to return the property to its former condition at my expense.
- 10. I have read the Renovation Information & Requirements document and hereby agree to abide by all Construction Rules and Regulations as set therein and understand that any approval by the ARC shall be expressly conditioned on compliance with all the provisions stated herein.
- By submission of this request, I agree to hold the Association and all other Unit Owners harmless from and to indemnify them for any liability or damage to the Condominium and/or Association Property and expenses arising there from. The Association's rights of review and approval of plans and other submissions are intended solely for the benefit of the Association and neither the Association nor the ARC shall be liable to any Owner or any other person by reason of mistake in judgment, failure to point out or correct deficiencies in any plans or other submissions or negligence. The ARC's review shall not be deemed approval of any plans from the standpoint of structural safety, soundness, workmanship, materials, and usefulness, conformity with building or other codes or industry standards, or compliance with governmental requirements.

○ Owner Signature



CONSTRUCTION RULES AND REGULATIONS

- 1. The Board of Directors has a fiduciary responsibility to ensure that any contractor or persons working in the Metropolitan at Lake Eola be commercially licensed by the State of Florida, the City of Orlando, or appropriate county in Florida and in good standing. They must provide the Association proof that he or she has \$1,000,000 general liability and sufficient Workman’s Compensation coverage and must indemnify the Association for damages. Any claim resulting from accidents or injury is the unit owner's direct responsibility and the Association must be held harmless for any damages. This includes any damage to the common areas, other unit owner's property and to the contracted unit owner's property.
- 2. Any owner having renovations done are required to have at a minimum \$300,000 of their own liability insurance. This is usually included in your condo insurance policy and it is strongly urged that you have such complete coverage, not just liability. The requirement for any contractors or vendors to have their own Workmen’s Compensation insurance is to protect you from liability for any injuries they may incur on the job.
- 3. All debris, fixtures, and building material must be removed from the property and *disposed of legally*. The trash compactor is only for normal household trash. The unit owner or the contractor who is providing the service must remove all fixtures, boxes, scrap lumber or building materials. Materials placed in the dumpster will be removed and stacked for the owner or contractor. Failure of removal will cause the Association to contract for its removal and the owner's deposit will be charged.
- 5. All residents (performing their own work), It is the owner's responsibility to educate his contractor of these rules and the contractor to do likewise for his employees/subcontractor personnel.
- 6. All activity causing noise will be done only between the hours of 8:30 AM and 5:30PM, Monday through Saturday.
- 7. The entrance into the building and all common areas are to be kept clean and orderly. If an accident occurs, it must be repaired or cleaned within a reasonable time period, not to exceed the end of the work day. The Association will charge back to the unit owner any repairs or cleaning costs to restore the property if not done properly and promptly by the workmen or owner responsible.
- 9. A final inspection by the Property Director or the Maintenance Supervisor to confirm proper installations and/or city inspections were completed and all cleanups has been done.
- 10. Any renovation started without the required paperwork or proper approvals may be stopped by the Property Manager.
- 11. Cutting of carpet, wood or tile flooring may not occur in any Common or Limited Common Area, including on balconies. It is the responsibility of the contractor to contain dust from flooring cutting so that it does not activate a smoke detector or cause a false fire alarm. The owner will be responsible for any fee resulting from a false alarm charged by the City of Orlando Fire Department as a result of flooring cutting or any other renovation within the Unit.

○ Owner Signature _____

UNIT OWNER SIGNATURE _____ **UNIT OWNER PRINT NAME** _____

UNIT OWNER SIGNATURE _____ **UNIT OWNER PRINT NAME** _____

CONTRACTOR SIGNATURE _____ **CONTRACTOR PRINT NAME** _____