



## INSTRUCTIONS

1. Carefully read the enclosed Application and accompanying documents
2. Direct any questions to the Building Manager or an Officer of the Association.
3. Complete the application, attaching documents that describe, in detail, the proposed modifications or alterations.
4. Sign the application where indicated.
5. Submit application to the Building Manager, who will review and return to you and advise whether the application has been approved or denied, if the application is incomplete, or whether additional information is required.
6. If the Building Manager disapproves your application, you may submit it to the Board of Directors for re-consideration. Board of Directors, any individual Director, and the Building Manager, do not have the authority to grant exceptions to the provisions of the Condominium Documents.
7. All work must conform to all applicable codes, statutes, regulations, Condominium Documents and rules and regulations of The Chalet Condominium.
8. No alterations or modifications to the common elements or limited common elements, except balconies and lanais, are permitted.
9. All work covered under this application must be completed within one year from the date of approval, or within any other time period specified in the Approval of the Application.
10. All contractors and subcontractors must be licensed and fully insured.

**DISCLAIMER:** Approval of this application shall not in any way be considered as a representation that the work approved hereunder is in compliance with building and/or fire codes – it is solely approval of the work as relates to the governing documents of The Chalet of San Marco Condominium.



**APPLICATION FOR UNIT MODIFICATIONS, ALTERATIONS OR  
WORK  
(SUBMIT TO BUILDING MANAGER)**

Section 11.4 of the Declaration of The Chalet of San Marco requires prior approval of the Board before performing any maintenance responsibilities which requires change or alterations to the physical appearance of the condominium property, removal or modification of any interior partitions, or other such actions as may cause concern for the peace and safety of the condominium and its residents.

In conjunction therewith, I/WE,

\_\_\_\_\_, hereby submit for approval,  
proposed alterations / modifications to Unit #\_\_\_\_\_, as depicted by the accompanying  
plans and specifications and as described below:

---

---

---

**Attach additional sheets as required.**

Modifications include or affect the following:

(check all applicable)

- |   |  |
|---|--|
| <input type="checkbox"/> Unit Floor Covering          | <input type="checkbox"/> Chipping or drilling of structure |
| <input type="checkbox"/> Balcony/Lanai Floor Covering | <input type="checkbox"/> Common Elements                   |
| <input type="checkbox"/> Hurricane Shutters/Glass     | <input type="checkbox"/> Interior walls                    |
| <input type="checkbox"/> Balcony Screening/Enclosure  | <input type="checkbox"/> Bath Exhaust or Laundry Vent      |
| <input type="checkbox"/> Storage Closet               | <input type="checkbox"/> Electrical Wiring                 |
| <input type="checkbox"/> Patio Doors & Windows        | <input type="checkbox"/> Other (Explain)_____              |
| <input type="checkbox"/> Balcony Ceiling Fans         |  |
| <input type="checkbox"/> Unit Entry Doors             |  |

Our signature below certifies that the proposed alterations / modifications comply with the provisions of the Declaration of Condominium, Articles of Incorporation, By-laws, House Rules, Building Standards, all of The Chalet of San Marco Condominium, the provisions of this document and all applicable governmental codes and regulations.

Upon approval of this Application, I/we will assume all liability for any damage incurred as a result of these modifications as well as any additional maintenance costs that may be incurred by the Association or other Unit Owner, and indemnify and hold The Chalet of San Marco Condominium harmless for any damage caused by or related to these modifications. I/WE also agree to obtain all permits, licenses, certifications, etc. required by any and all governmental agencies or authorities.



Attached, please find the following additional information:

- ◆ Plans and specifications.
- ◆ Color samples for balcony flooring, if applicable.
- ◆ Contractor Information Form, including license number and proof of insurance.

Owner's Signature(s): \_\_\_\_\_ Unit # \_\_\_\_\_

Date: \_\_\_\_\_

**Application Approval**  
Return to Applicant

The above Application For Unit Modification for Unit # \_\_\_\_\_, dated \_\_\_\_\_ has been:

- ( ) Approved
- ( ) Approved as noted below:
- ( ) Disapproved\*

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Manager \_\_\_\_\_ Date: \_\_\_\_\_

Board of Directors \_\_\_\_\_ Date: \_\_\_\_\_  
(if necessary)

\*If the Building Manager disapproves this Application, it may be submitted to the Board of Directors for re-consideration, in which case the Board's decision shall be final.

Return executed copy to the Unit Owner.  
Copy to Unit file.  
Copy to Units Under Modification file.

**CONTRACTOR LETTER OF AGREEMENT**



The Board of Directors requires each contractor and sub-contractor doing work in at The Chalet of San Marco Condominium to sign a letter of agreement to abide by house rules and regulations governing conduct and construction while working in the building. **No work is to be done in any unit until a signed contractor letter of agreement is on file.**

The Board of Directors also requires each contractor and sub-contractor doing work in the building to complete the Independent Contractor Agreement and provide acceptable insurance certificates for all insurance requirements stated in the agreement, along with a license certificate. No work may be commenced until these requirements have been satisfied.

Rules specific to vendors, contractors, sub-contractors, and service people, are as follows:

- Unit owner contractors must register with the Association.
- All work in units shall be limited to 8:00 a.m. to 3:45 p.m. Monday - Friday  
Emergency situations, such as water leaks, are exceptions.
- Unit entry doors are to be closed once you have entered or exited the unit
- Smoking is not allowed anywhere in building
- Proper attire in common areas (shoes, shirts etc.) required at all times.
- No storage, sawing or staging may occur in the common areas or balconies or lanais unless approved by the manager.
- Contractor must make every reasonable effort to keep dust and debris out of or off the common areas and balconies and lanais. Daily clean-up of these areas is required.
- Condominium trash containers are **not** to be used by contractors.
- Written unit modification approval, from the building manager is required before any work commences.
- All required permits must be issued before any work begins.
- **All contractors are required to provide to The Chalet Condominium, prior to commencing work, a Certificate of Insurance evidencing current insurance coverage as follows: \$1,000,000.00 Public Liability insurance, and a minimum of \$500,000.00 worker’s compensation insurance.**

I (we), being a duly authorized agent of the company below, agree to abide by the above and all house rules and regulations governing conduct and construction while working at The Chalet Condominium.

Company Name: \_\_\_\_\_

License # \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_



**CONTRACTORS REQUIREMENTS TO PROVIDE SERVICES TO OWNERS**

**CHECK LIST**

UNIT # \_\_\_\_\_

REQUIREMENTS	COMPLIANCE DATE	ACCEPTED BY
<b>ADD CHALET EMAIL TO ALL PERMITS. chaletoffice@chaletmarcoisland.com</b>		
<b>PERMIT TYPE &amp; NUMBER MUST BE POSTED ON UNIT DOOR</b>		
<b>COPY OF OCCUPATIONAL LICENSE</b>		
<b>COPY OF WORKERS COMP. INSURANCE</b>		
<b>COPY OF LIABILITY INSURANCE</b>		
<b><u>MASONITE PROTECTION ON FLOORS...</u> <u>FROM SERVICE ENTRANCE DOOR TO ELEVA-</u> <u>TOR &amp; FROM SERVICE ELEVATOR TO UNIT...</u> <u>CHANGED-OUT EVERY 30-DAYS</u></b>		
<b><u>PROTECTION OF</u> <u>ELEVATOR FLOOR &amp; WALLS DAILY</u></b>		
<b><u>CARPET FROM SERVICE ELEVATOR TO UNIT</u> <u>CLEANED AFTER UNIT COMPLETED</u></b>		
<b><u>LOAD &amp; UNLOAD MATERIALS &amp; TOOLS AT</u> <u>SERVICE ENTRANCE ONLY</u></b>		
<b><u>CONTRACTOR VEHICLE PARKING AT FRONT</u> <u>OF PROPERTY ALONG COLLIER BLVD.</u></b>		



**INDEMNIFICATION AGREEMENT**

**THIS AGREEMENT** is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ (hereafter) **INDEPENDENT CONTRACTOR**).

**WHEREAS**, **CONTRACTOR** is doing business in Collier County, Florida.

**WHEREAS**, **INDEPENDENT CONTRACTOR** desires to conduct work at The Chalet of San Marco Condominium located at 520 S. Collier Blvd, Marco Island, FL and in connection therewith has agreed indemnify The Chalet of San Marco Condominium, from any and all liability associated with said work.

**NOW THEREFORE**, in consideration \$10.00 and other good and valuable consideration, the sufficiency of which is hereby acknowledged, it is agreed as follows:

**CONTRACTOR** does hereby indemnify The Chalet of San Marco Condominium, a Florida not for profit corporation, its successors and/or assigns, directors, officers, employees, agents and individual members, and hold them harmless, and otherwise remise, release, acquit, satisfy, and forever discharge them from all manner of action and actions, cause and causes of action, suits, sums of money, damages, judgments, executions, claims and demands whatsoever, in law or in equity, for, upon or by request of any matter, cause or thing whatsoever, pertaining to or otherwise arising out of the provision by **CONTRACTOR**, its agents, successors and/or assigns, of any labor and/or materials to any individual unit and/or the limited and/or common elements of The Chalet of San Marco Condominium, said Indemnification, Release and Hold Harmless to include, but not be limited to, attorney’s fees in any manner incurred in connection with this agreement, including those that may be incurred on appeal.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name