



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463

Ph: (561) 641-8554 / Fx: (561) 641-9448

**WINDWARD LAKES CONDOMINIUM ASSOCIATION, INC.
REQUEST FOR ALTERATION / MODIFICATION APPLICATION**

Unit Owner Name(s): _____

Address: _____ Unit No.: _____

Contact Telephone No.: _____ Email Address: _____

Requested documentation should be submitted via USPS mail or hand-delivery to onsite Management Office.

Modification to be completed by: _____ Homeowner or _____ Licensed Contractor

Describe in detail the alterations and/or modifications in which you are seeking approval:

Please complete and sign this form and attach the following information, if applicable.

1. Copy of contractor proposal and scope of work is required. A sketch of work to be done may be requested.
2. Copy of contractor's occupational license.
3. Copy of contractor's liability and/or occupational insurance certificate naming **'Windward Lakes Condominium Association, Inc.** as the **Certificate Holder and as Additional Insured** in the amount of \$1 million and a copy of Workman's Compensation Insurance Certificate.
4. Copy of **all** Permit Application(s) and sign off when completed - for **all** applicable modifications, from the Broward County and/or the State of Florida.

Materials you may need to provide to the Association for the approval of the requested alterations or modifications.

1. A picture, drawing or advertising materials displaying the items you are requesting for installation.
2. A sample of the type and texture of any building materials that may be used on the unit's interior.
3. Any other materials or information that may assist in Association evaluation of the project.
4. Copy of unit owner's floor plan indicating location of alterations or modifications.
5. If the Board of Directors or appointed committee fails to approve or to disapprove such plans or to request additional information reasonably required within thirty (30) days after submission, the plans shall be deemed approved.

It is understood that the alterations or modifications which you are requesting may not:

1. Use elevators without installed pads.
2. Interfere with or obstruct with any common utility source or modify any structural and/or load-bearing partitions or exterior doors.
3. Cause a nuisance or interference with the peace or privacy of the other people in the community.
4. Be performed by unlicensed contractors or without the required permits from all governmental agencies.

5. Contractors are permitted to work Monday through Friday. Work may NOT commence prior to 8:30 a.m. and must be completed by 4:00 p.m. No work is permitted on weekends and/or Federal holidays.
6. Contractors must lay down and pick up hardboard daily on all common area flooring during the project.
7. All excess compounds, grout, cement, paint, and adhesives must be placed in containers and removed daily. NO EXCEPTIONS. If any of these materials are found being placed down any drains either in the apartment or on the premises the workers will not be allowed back on premises.

As a condition precedent to granting approval of any request for a change, alteration, or addition to an existing basic structure that the applicant, the heirs, and assigns thereto, hereby assume sole responsibility for the repair, maintenance, or replacement of any such change, alteration, or addition. It is understood and agreed that the ASSOCIATION, is not required to take any action to repair, replace, or maintain any such approved change, alteration, or addition or any damage resulting therefrom for any reason to the existing original structure, or any other property. THE UNIT OWNER ASSUMES ALL RESPONSIBILITY AND COSTS FOR ANY ADDITION OR CHANGE, AND ITS FUTURE UPKEEP PLUS ANY WORK THAT HAS TO BE DONE ON COMMON GROUNDS THAT IS AN ADDED EXPENSE BECAUSE OF THIS ADDITION OR CHANGE.

Unit Owner(s) Signature: _____

Date: _____

REQUEST FOR MODIFICATION:

_____ Approved

_____ Conditionally Approved

_____ Disapproved

Comments: _____

Authorized Signature: _____

Date: _____

RE: CODES:

- Please be advised this Request for Alteration/Modification approval is subject to County Codes, setbacks and permit conditions required.
- If at a later point it is found the unit owner(s) has not complied with these procedures, the unit owner(s), will be held responsible for any and all changes that would be required.

Unit Owner Signature: _____

Date: _____

Unit Owner Signature: _____

Date: _____

WAIVER OF LIABILITY:

The undersigned hereby agrees any, and all liability caused by arising from any acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the ASSOCIATION, "as their interest may appear", and they shall be held harmless from any liability arising therefrom and indemnify them for all losses, cost, expenses, and attorney's fees in connection with any such addition to their unit.

Unit Owner Signature: _____

Date: _____