

## **ALTERATION APPLICATION DIRECTIONS**

1. ALL WORK / ALTERATIONS IN YOUR UNIT TO BE DONE BY LICENSED AND INSURED CONTRACTORS, WHETHER OR NOT YOU NEED A PERMIT FROM THE BUILDING DEPT.
2. YOUR APPLICATION MUST BE SUBMITTED 2 WEEKS PRIOR TO START DATE OF YOUR PROJECT AND MAILED TO AMERITECH COMMUNITY MANAGEMENT, US HWY 19 NORTH, SUITE 102, CLEARWATER, FLORIDA 33763
3. DO NOT START ANY WORK IN YOUR UNIT UNTIL YOUR APPLICATION HAS BEEN APPROVED BY THE BOARD OF DIRECTORS.
4. YOUR CONTRACTOR MUST FOLLOW THE CONTRACTOR RULES WHICH ARE ATTACHED TO THE APPLICATION.
5. PLEASE SUBMIT A COPY OF YOUR CONTRACTORS PROOF OF INSURANCE WITH YOUR APPLICATION.
6. THE ALTERATION APPLICATION AND THE CONTRACTORS RULES, ALONG WITH THESE DIRECTIONS, ARE AVAILABLE IN THE MAINTENANCE OFFICE.

# PRELUDE 80 BOARD OF DIRECTORS NOTICE REPLACEMENT / ALTERATION APPLICATION

Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

This form and prior Board approval is required for any replacement or alteration in your unit.

INTERIOR: \_\_\_\_\_ Electrical \_\_\_\_\_ Cabinets  
(check all that apply) \_\_\_\_\_ Plumbing \_\_\_\_\_ Wall removal / replacement  
\_\_\_\_\_ Flooring \_\_\_\_\_ Other: \_\_\_\_\_

EXTERIOR: \_\_\_\_\_ Balcony

Please fully describe your requested project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE ATTACH PHOTOS: DIAGRAMS OR SKETCHES WHICH ARE NEEDED FOR APPROVAL

City of Clwter. Permit #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Contractor Name \_\_\_\_\_

License # \_\_\_\_\_

## HOMEOWNER'S AGREEMENT

If approval is granted, it is not to be construed to cover any state or local government code requirements. A Building Permit from the appropriate building department is needed on some alterations and/or improvements. Any applicable permits must be obtained, posted and a final inspection must be completed by the appropriate agency. Prelude 80 Condo Association and its agents, shall have no liability or obligation to determine whether such improvements or alterations comply with applicable law, rule, regulation, code or ordinance. The current and subsequent unit owners hereby assume sole responsibility for the repair, maintenance and replacement of any such change or alteration. The unit owner shall be liable for debris removal and any and all damage or liability caused by them or their contractors to any common elements, including landscaping, neighboring units, or any other property so damaged. THERE IS A MINIMUM \$300 REFUNDABLE DEPOSIT REQUIRED FROM THE OWNER TO COVER ANY DAMAGE DONE BY OWNER OR OWNERS CONTRACTOR. Any change or deviation from the approved specifications or projects not started within 180 days after approval has been granted must be re-submitted in writing and approval obtained prior to implementation. IT IS THE OWNERS RESPONSIBILITY TO MAKE SURE THAT THE CONTRACTOR AGREES AND UNDERSTANDS PRELUDE 80 RULES RE: OUTSIDE CONTRACTOR WORKING ON THE PREMISES. RULE SHEET ATTACHED.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

MAIL: Ameri-Tech Community Management  
US Highway 19 North, Suite 102  
Clearwater, FL 33763  
Phone: 727-726-8000 Ext. 357 Fax: 727-723-1101

-----ASSOCIATION USE-----

Approved: \_\_\_\_\_ Denied \_\_\_\_\_ Conditions \_\_\_\_\_

Board or Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Permit Posted: \_\_\_\_\_ Final Inspection Date: \_\_\_\_\_ By: \_\_\_\_\_

## **PRELUDE 80 CONTRACOTR RULES**

1. The Maintenance Manger must be notified prior to any work beginning. Prelude 80 office (727) 443-7737
2. Work hours: 8 AM – 6 PM. No work is allowed on Saturday, Sunday or Holidays.
3. Move In / Out: 8 AM – 6 PM. No work is allowed on Saturday, Sunday or Holidays.
4. You must use the freight elevator ONLY for moving materials IN and OUT. You must request the Maintenance Manager to pad the elevator.
5. Contractors and movers must cover the flooring from the unit they are working on to the elevator.
6. The flooring from the elevator to the unit you're working on must be cleaned at the end of every workday.
7. Hallways may not be used as work areas or for staging of your project materials.
8. Contractors must remove all debris generated from the project.
9. Contractors must use the Service Entrance ONLY.
10. Do not overload the elevator (not to exceed the 1500 pound limit)
11. Contractors may use the metal shopping carts only (as needed)
12. You must be a Licensed Contractor to work in Prelude 80.
13. You must return the entrance Key or FOB to the owner at the end of each day.
14. Service entrance doors should be closed and locked after you brought tools, supplies, furniture or anything else into the building.
15. At the end of each day contractor and owner must ensure the service entrance doors are closed and locked.