 La Siesta Condominium Association LLC, Inc.

 REMODELING REQUEST FORM

Any unit owner who wishes to update or renovate their unit must submit a remodeling request to the Remodeling Committee Chairperson. Remodeling includes all flooring, carpet, cabinets, counters, kitchens, baths, electrical wiring, doors and structural alterations which include sawing, hammering, pounding, drilling, and trenching. The Chairperson presents all remodel requests to the Board of Directors for approval when the following is fully met.

 Remodeling Request Instructions:

* Submit Remodeling Request 10 days before the next Board Meeting to ensure a timely reply
* Be as descriptive as possible. Include drawings of the project and spec sheets as supporting materials
* See Board authorized flooring and sound barrier samples in rental office for planning guidance
* The Remodeling Committee reserves the right for inspection before and after project work
* Work Hours are restricted to 8:30am- 5pm Monday – Friday (No National Holidays)
* Remodeling construction periods are between May 1- October 31. “Heavy construction” may be approved for July 15 to November 15 to limit guest disruption.

**Special Instruction on Flooring**: On floors 2 to 4 tile is only permitted in the bathrooms. The owner may use vinyl described below in the bathrooms and in the kitchen. All other areas must be carpeted. When replacing vinyl flooring in kitchens or bathrooms, all units above the first floor are required to use a standard roll vinyl, or soft flexible plank vinyl, with a minimum ICC rating of no less than 70. Unit Owners replacing existing floors with an ICC of less than 70 must install a cork or polyurethane foam underlayment or other similar sound dampening material to achieve an ICC rating of at least 70. **Flooring not allowed are laminates, non-composites, and other simulated wood flooring;** which if installed the owner will be required to remove. Cutting of materials, board, drywall, flooring is not allowed on any of walkways on floors 1-4.

**When replacing carpeting on floors 2 to 4, the owner must install carpeting over an 8 lb. pad.**  If carpeting is installed without at least an 8 lb. pad, the owner will be required to remove. The Association Board Members will maintain acceptable samples of flooring and carpet pad in the rental office. Owners should make flooring selections based on these options to ensure remodeling approval. Under no circumstance should an owner purchase flooring without first confirming their selection has passed Board of Director’s approval

**REMODELING REQUEST:**

**Owner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit # \_\_\_\_\_\_\_\_\_ Contact Information: Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of project work by room: (Attached Supporting Details and Descriptions)**

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**Contactor Name and Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Please submit this request via email, regular mail or route through the rental office to the Remodel Committee Chairperson. The Remodel Committee Chairperson will you advise immediately after Board of Directors review if your request was fully approved, provisionally approved with requirements, or declined with explanation. The Chairperson is available to discuss your request with and provide guidance prior to submission.**

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**Signature of the Deeded Owner or Trustee\* Date:**