

# THE BOULEVARD CLUB, INC.

## Request for Remodeling and Renovations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeowner Name

\_\_\_\_\_  
Unit

**Description of Proposed Work** (Please attach detailed sketches or documentation if applicable).

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

**Approximate Project Start Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **End Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

All contractors must be licensed and insured. Any project which requires multiple trades must have a licensed General Contractor. It is not the responsibility of the Management Company or the Board of Directors to perform this function. Licensing and insurance are not necessary for painting, wall covering, carpeting, or floor covering projects. Additional regulations are listed below.

\_\_\_\_\_  
Name of Licensed and Insured Contractor

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Contractor Address

\_\_\_\_\_  
Contractor Phone

Fax

Cell

Email

**Please review the following regulations:**

1. All necessary permits shall be obtained before commencement of any work. Such permits shall be properly displayed at all times as required by municipal law until completion.
2. Work is permitted only on Monday through Friday and the hours of work shall be limited to 8 a.m. to 4 p.m. No work is to be performed on holidays. The Management company may enforce these conditions on behalf of the Association.
3. Please have a telephone installed in your unit before work is started so that contractors may let other contractors into the building.

**c/o Newell Property Management Corporation  
5435 Jaeger Road #4, Naples Florida 34109, USA  
Phone: 239-514-1199~Fax: 239-331-7178**

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4. We do not have a freight elevator. If there is a need to bring in materials that may damage the floors or walls of our elevators, please contact Newell Property Management in advance to allow time for padding and floor mats to be put in place; they must be removed **daily** by the unit owner or the contractor. The contractor and unit owner will be held responsible for any damage to the elevators or common areas of the building. All materials are to be brought in only through the side doors; **never** through the front door.
5. No work or alterations are allowed in the common areas. Dirt, debris, or stains of any nature in the elevator, parking area, or any other common area are to be removed from the premises by the owner or contractor daily. No waste material of any kind is to be disposed of down the trash chute or in the condominium dumpster.
6. Board approval is required prior to cutting or drilling into floors, ceilings, or walls that are common to other units or for the removal or relocation of any plumbing, electrical, or fixtures in the any common area.
7. Before starting any work that may be noisy or may create an inconvenience to neighboring units, such as holding up the elevator, it is the responsibility of the owner and/or contractor to notify the Management Company so that members may be informed ahead of time of the impending disturbance or inconvenience.
8. Parking – all service and trades people must park only on the north or south sides of the building in guest spaces unless otherwise assigned by the Association, and no backing into parking spaces is allowed.
9. The owner is responsible for seeing that these requirements are carried out by the contractor and his employees.
10. The Board may shut down a project if it believes the owners and the contractors are violating these rules.

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

Contact Number \_\_\_\_\_

PLEASE DO NOT WRITE BELOW THIS LINE

APPROVED  DISAPPROVED

Approved with the following provision: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

c/o Newell Property Management Corporation  
5435 Jaeger Road #4, Naples Florida 34109, USA  
Phone: 239-514-1199~Fax: 239-514-0636