

# Meridian on Sand Key Owner's Association, Inc.

## ALTERATION APPROVAL REQUEST

**(NOTE: RENOVATIONS ABOVE AND BEYOND THE ALTERATIONS DESCRIBED BELOW WILL REQUIRE SUBMISSION OF THE MAJOR RENOVATION OF UNIT ADDENDUM)**

Owner's Name \_\_\_\_\_ Date: \_\_\_\_\_

Unit # \_\_\_\_\_ located at 1200 Gulf Boulevard, Clearwater, FL 33767

As Owner of the aforementioned Unit, I request Association approval to install, at my expense, one or more of the following types of alterations with the understanding that the installations will be in conformance with current specifications (as applicable), special instructions and/or comments listed below. Any contractor I hire to perform the approved alterations will be **licensed and insured** and will obtain any permits which may be required by all applicable governmental bodies. **I understand that I am responsible for properly disposing of any debris left in the condominium common areas resulting from the completion of approved alteration(s).** No homeowner may undertake any alterations as referenced in the Declaration of Condominium (17.4) without prior approval of the Association.

**DOORBELL.** Should a doorbell be desired, it is to be a battery-operated, radio-activated, wireless chime. Doorbells are to have a white finish and are to be mounted immediately to the right or left of the front entry doors to the condominium home.

**BALCONY FASTENER INSTALLATION.** If installation of any decorator items on a balcony entails perforation of the exterior membrane of the building (penetration of the ceiling, walls, floor), prior association approval is required. For all such fastener installations, residual dust from the fastener penetration hole is to be removed and the penetration filled with one-part polyurethane caulking material (Vulkem 116 or 921 or equivalent) before fastener hardware is inserted.

**HURRICANE SHUTTERS.** Balcony storm shutters must be installed flush against the exterior surface of the sliding glass balcony doors only. The Unit windows of the condominium are laminated glass windows; therefore, no shutters are permitted to be installed on the exterior of any windows. Homeowners desiring to install hurricane shutters on their glass balcony doors must obtain the Meridian on Sand Key Hurricane Shutter Specification package and submit all the documentation stipulated therein with this approval request, including a copy of the executed, recorded indemnification agreement. Please complete as follows: **Unit owners are responsible for adherence to the storm shutter installation specifications of the Association.**

Hurricane Shutter Contractor: \_\_\_\_\_

Representative: \_\_\_\_\_

**BALCONY CEILING FANS.** Balcony ceiling fans must be white in color with white or light wood blades. Fans are to be UL rated for outdoor use. Ceiling fans are to be installed with isolation pads, utilizing a minimum 1" downrod. Any light attachments are to have frosted or white glass globes. Homeowners should be aware that windy beach conditions may result in frequent damages to balcony installed ceiling fans. Fans may only be installed at location of existing balcony light fixtures. Any expense incurred due to weather-related damages to balcony ceiling fans that affect other units in the building or common areas of the condominium will be the responsibility of the homeowner owning the ceiling fan.

**FLOOR REPLACEMENT.** One quarter inch (1/4") acoustical cork sound-absorbing backing must be installed under hard floor surface or like product, approved by the Association. All saw cutting for tile floors must be done on the balcony with appropriate measures taken to ensure no water or debris falls over the edge of the balcony.

Type of floor to be installed: \_\_\_\_\_

Contractor/Installer: \_\_\_\_\_

OTHER\*: \_\_\_\_\_

**IMPORTANT NOTE:**

- Post-tension cables are installed in all concrete floor slabs. Any penetrations to the floor/ceiling concrete slabs must receive prior approval of the Association. The depth of such penetrations will be limited to a maximum of 3/4" (three-fourths of an inch).
- Homeowners are additionally prohibited from penetrating any exterior stucco surface in the limited common elements of the condominium (i.e., balcony walls) without prior permission and instructions from the Association for the purpose of properly securing any impairment to the waterproofing system (see specification under *Balcony Fastener Installation*).
- Solar glass tinting is permissible if it does not alter the exterior color/aesthetics of the building.

By acknowledging below, I understand that I am responsible for the actions of, and any damage caused by my contractor and his sub-trades, workers, and representatives. I also understand that my contractor must cover the hallway carpet from the elevator to my entry door, when applicable. The deposit required below will be deposited into a separate bank account and will not be co-mingled with other Meridian funds. The deposit will be refunded to you immediately after your alteration is complete and all Common Areas have been inspected for any damage.

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

DO NOT WRITE BELOW THIS LINE

DEPOSIT:             \$500.00                             \$1,000                             Cover Hall Carpet  
                           \$1,500.00                             \$2,000

**ASSOCIATION RESPONSE:**                             APPROVED                             NOT APPROVED

**Meridian on Sand Key Owner's Association, Inc.**

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

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OneSource                             Deposit Check Returned \_\_\_\_\_

Scan to Unit File                             Deposit Check Shredded \_\_\_\_\_

**MERIDIAN ON SAND KEY OWNER'S ASSOCIATION, INC.**  
**MAJOR RENOVATION OF UNIT**  
**ADDENDUM TO ALTERATION APPROVAL REQUEST FORM**

For purposes of clarification within this Addendum, "Association" shall be deemed as Meridian on Sand Key Owner's Association, Inc.; "Approval" shall be deemed as written approval by the Association; "Project" shall be deemed the entirety of all alterations or renovations to said Condominium Unit under the applicable Alteration Approval Request and Major Renovation of Unit Addendum to Alteration Approval Request; "Work" shall be deemed as any and all work done on the project until final completion.

Reference the Renovation Project (the "Project) Between:

Contractor (name of Company holding applicable License): \_\_\_\_\_

and Owner(s): \_\_\_\_\_

for the Project located within Unit# \_\_\_\_\_, Meridian on Sand Key Condominium, 1200 Gulf Blvd, Clearwater Beach, FL 33767 ("Site").

Contractor's Business Address: \_\_\_\_\_

Project/Site Manager: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_@\_\_\_\_\_

E-mail 2: \_\_\_\_\_@\_\_\_\_\_

Business License or Contractor's License #'s (all applicable): \_\_\_\_\_

Owner(s) Address (other than project site): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_@\_\_\_\_\_

E-mail 2: \_\_\_\_\_@\_\_\_\_\_

**Description of Work**

The Contractor agrees that Contractor or Project/Site Manager or others as have been identified in writing to the Association and the Meridian Manager will supervise all work necessary to complete the Project as described herein and comply fully with the requirements of the Association as detailed in the *Alteration Approval Request Form*, the *Addendum for Major Renovation of Unit*, and the *Agreement & Rules for Contractors and Owners*.

The Project is described as follows: \_\_\_\_\_

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

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**Permits**

All permits that are necessary and required by the City of Clearwater, Florida for the Project will be obtained by Contractor or Owner and copies provided to the Meridian Manager before work begins. All permits must also be posted on the front door to the unit. Permits for the project will be paid for by the Owner or the Contractor.

**Sub-trades and Workers ("Workers")**

A complete list of all workers seeking entrance onto the Meridian property and their expected dates of entry into the unit will be provided in advance to the Meridian Manager. For any worker who subsequently becomes unavailable for the work, Contractor will provide a suitable replacement for approval by Association or management prior to the replacement commencing work in the building.

Nothing contained in these Documents is intended to, nor shall it, create any contractual relationship between the Meridian and those working for the Contractor on the Project.

**Timing**

Work expected to commence on or before: \_\_\_\_\_ with

Substantial Completion anticipated on or before: \_\_\_\_\_ and

Full Completion on or before (date): \_\_\_\_\_.

Substantial Completion is deemed to be that point at which the Work has been completed to such point where it has passed applicable inspections and is ready for occupancy.

All time limits stated in this Addendum are *of the essence*. Notwithstanding the foregoing, any delay in Substantial Completion or Full Completion of the Work in accordance with the Timing as proposed above is discouraged as the impact on other residents within Meridian cannot be overstated. Contractor shall use due diligence to complete the work in a timely manner. If a delay occurs or is anticipated, Contractor and Owner will provide in writing to Meridian Manager the nature of the delay along with a new schedule of Project completion dates.

**Standards of Work**

Contractor agrees to undertake all Work diligently in a good and workmanlike manner in accordance with good quality residential standards and practices, in compliance with all applicable building codes of all other authorities having jurisdiction, and in compliance with the **Agreement & Rules for Contractors and Owners** as provided by the Association.

The Owner and the Contractor agree to keep inconveniences to the residents of Meridian to a reasonable minimum.

The Owner and Contractor agree to take every step reasonable to provide a work area free of obstructions and to remove all construction and other debris in the manner as required under the Rules for Contractors.

Upon the completion of the project, the Contractor shall remove all equipment, materials, rubbish, and similar material incidental to the project as per the Rules for Contractors.

The Contractor and the Owner shall be responsible for ALL damage to the Meridian Common Areas as per the rules for Contractors caused by Contractor, Project Supervisor, Contractor's sub-trades, Owner, or anyone acting on behalf of Contractor during the course of the Project whether or not that person has been formally Approved by Association. This obligation shall survive the Full Completion of the Project if it is determined that damage caused by Contractor or others as delineated above exceeded Contractors Approval for the Work completed.

**Revisions, Additions, and Omissions**

All Revisions or Additions to the Project following Approval are to be immediately documented on a **Change Order Form** and submitted to Association for approval PRIOR to Contractor or his representatives moving forward with said revisions or additions.

Any additional work required due to Project Site conditions known to the Owner and not disclosed to the Contractor, or which could not be reasonably anticipated by Contractor, must be submitted in writing and Approved by Association either pre-demolition or pre-construction, whichever is applicable.

Omissions by the Contractor or Owner in this Addendum and/or any work commenced in variance to the Project as described herein and approved by the Association shall be considered a violation of the requirements for Approval on the Project and will result in an immediate denial of access to Contractor or his representatives until such time as an Approval to continue is given by the Association.

**Insurance**

Prior to commencing the Work, the Contractor agrees to provide, maintain, and pay for insurance during the time the Work is being performed, including commercial general liability in the minimum amount of \$1,000,000 against claims for damages for personal injury or property damage by reason of anything done or not done by the Contractor, its employees or agents, or sub-trades, in connection with the performance of the Project. The Contractor is responsible for all materials and equipment brought on site, for all damage caused during ingress or egress to the Meridian with said equipment, and the proper disposal of all debris as required in the Rules for Contractors.

**Compliance with Workers Compensation and Other Laws**

The Contractor agrees to provide to the Meridian Manager evidence of Worker's Compensation Insurance coverage for the Contractor and Sub-trades. The Contractor also agrees to comply with all laws, ordinances, rules, regulations, codes, and orders in force during the performance of the Contract, which relate to the preservation of public health or construction safety.

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Owner	Date	Witness
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Owner	Date	Witness
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Contractor	Date	Witness
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Agreement & Rules for Contractors and Owners  
Meridian on Sand Key Owners' Association, Inc.  
(To be acknowledged by Contractor and Unit Owner)

- **Construction and related activities are restricted to 8:00 am - 5:00 pm, Monday through Friday. There will be NO EXCEPTIONS other than an unforeseen emergency repair or replacement to existing equipment in a unit not under renovation such as HVAC repair/replace, hot water heater repair/replace, major kitchen appliance repair/replace, when the exception, if not approved, would present undue emergency hardship on the unit owner/resident or other Meridian residents.**
- All Contractors and their sub-trades including but not restricted to Electricians, Plumbers, and HVAC Contractors must be licensed and insured in order to do renovation work in the Meridian on Sand Key.
- All commercial vehicles on-site under Approval to do construction within the Meridian shall park in the Contractor parking area outside of the garage, thus no contractor or worker vehicle is permitted to be parked at any time in the Meridian under-building garage area. Only with prior approval may a smaller vehicle use the temporary unloading area for a maximum of 15 minutes to drop off material or retrieve debris removed from a unit. Owner spaces may never be used by contractors.
- Carts located on site are for use by Meridian residents and staff only and are NEVER to be used by outside Contractors, their sub-trades or workers to move materials, supplies or to remove debris.
- All Contractors, their sub-trades and workers shall use the padded service elevators only! The service elevators are the elevators on the left in the respective East and West lobbies. All debris and material shall be removed ONLY through the service elevator, taken through the garage, and loaded on vehicles parked outside the garage in the contractor parking area.
- All construction debris must be placed in rolling containers when taken from the unit and NEVER left in any Meridian common areas such as floors, elevators, or garage. NO construction debris shall ever be placed down the trash chutes or placed in the Meridian on-site trash receptacles. Debris must be removed from the premises in a timely manner but in no event later than the end of the workday.
- Elevators may be locked off for loading and unloading only. See concierge on 1st floor for key and instructions to lock elevator. **ELEVATOR DOORS ARE NOT TO BE HELD OPEN TO ACCOMMODATE INGRESS OR EGRESS OF CONTRACTORS WITH MATERIALS OR DEBRIS.**
- Elevator entrance lobby doors should be closed immediately after loading/unloading from this area is completed and not left open unnecessarily.
- Contractor supplies shall not to be left in walkways, garage, outside of unit, or in any other common area. Contractors must clean up all areas within the common elements prior to leaving for the day.
- The front door to a unit under construction shall not be left open but shall remain closed except as necessary to ingress and egress the unit.

- No debris, cigarette butts, or any other such item shall EVER be thrown over the balcony railing. If work is performed on any balcony, the balcony railings must be draped to contain construction debris and dust.
- No loud music shall be played in the unit or on the terraces such that it can be heard by other residents, o The Contractor will be responsible for knowing the location of the water shut-off valve and electrical breaker box within the unit under construction and will be responsible to inform all sub-trades and workers of same in the event necessity or emergency requires the shutting down of either utility.
- The water supply to the unit MUST BE SHUT OFF at the end of EVERY workday except when an owner or tenant is residing in the unit! When the owner will not be returning to the unit overnight, the water MUST be shut off BEFORE the Contractor or his workers leave for the day. This is extremely important and cannot be stressed enough! To avoid any situation for potential damage to the building, the Contractor or his on-site Supervisor will be required daily to certify by signing off at the Meridian Guard House prior to leaving the premises that the water has been shut off in the unit being renovated.
- NO SMOKING: The Meridian on Sand Key is a smoke free building! Smoking is prohibited in all common areas including the garage, pool area and all parking areas except for two designated areas. Contractors are responsible to enforce this no-smoking policy with their sub-trades and workers. See the Meridian manager or concierge for details.

The undersigned Owner and Contractor agree that they are responsible and liable for any damages and/or clean up, including all costs related thereto, to the common elements. They will inform all workers and crews of the requirements within the **Agreement & Rules for Contractors and Owners** and hereby acknowledge that they are responsible and liable for the conduct of and compliance with these rules by all sub-trades and others working on their behalf

The undersigned further agree that in the event of multiple or egregious violations of Meridian Rules and this Agreement, the Meridian Board is hereby granted the authority to deny entry to and/or remove Contractor and/or any worker from the Meridian premises.

By signing below, we acknowledge that we have read and agree to follow the rules as stated above.

Owner: \_\_\_\_\_ Unit # \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Owner: \_\_\_\_\_ Unit # \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

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

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