

**THE RESIDENCES AT WINDWARD PASSAGE CONDOMINIUM ASSOCIATION**  
Application for Construction for Improvement/Alteration to a Condominium Unit  
(Submit this completed form via Dan Graff 727-269-6557)

No owner of a Condominium may commence construction for the purpose of improving or altering their unit without the prior written approval of the Residences at Windward Passage (RWP) Board of Directors. **Failure by any owner to secure an approval via this application process IN ADVANCE of construction will result in a fine of \$100 per day for each day that construction occurred without RWP Condominium Association Board of Directors approval as well as appropriate fines for violations of any rules as outlined in this document or in the RWP Condo Docs. Additionally repair costs for any damage to common areas found after unauthorized construction will be charged to the unit owner.**

Applicant(s) \_\_\_\_\_

Unit Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Today's Date \_\_\_\_\_ Anticipated Project Start Date \_\_\_\_\_

Estimated Completion Date \_\_\_\_\_

Type of Work to be Performed \_\_\_\_\_

Identify Your Contractor(s) \_\_\_\_\_

Provide a Complete Description of Improvements (attach additional page(s) if necessary):

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This application must be submitted to the Residences at Windward Passage Condominium Association Board of Directors (**submit via Dan Graff**) for approval at least one week prior to commencement of any construction. With this application you must submit:

1. **A security deposit of \$500.** Make checks payable to The Residences at Windward Passage.
2. A Florida State Certificate of Insurance form from all contractors that you plan to use with The Residences at Windward Passage Condominium Association, Inc. named as additional insured showing general liability coverage, automotive coverage, and workers compensation coverage of at least \$1,000,000. Any exceptions must be with the written approval of the Association Board!
3. Drawings and/or plans showing any modification you will be making.

## Rules Governing Construction for Improvement/Alteration to a Condominium Unit

1. All work must be confined to the hours of 8:30 am though 5:30 pm Monday through Friday excluding major holidays.
2. Only with prior RWP Board approval will Saturday hours be permissible and only between 10:00 am and 5:00 pm. On Saturdays there will be no hammering, drilling, chipping, cutting or any other actions that may telegraph noise to adjacent units in the building.
3. No construction may be done on Sundays except when considered emergency in nature. Emergency work will generally be limited to issues necessary for mitigating damage.
4. Unreasonable blockage or soiling of the common areas during construction projects is prohibited.
5. All construction debris must be removed from the property and not disposed of in the RWP trash receptacles.
6. Once this permit is approved in writing the unit owner must notify the RWP Condominium Association Board of Directors at least 48 hours prior to the commencement of construction so that the common areas leading to and surrounding the unit may be inspected for prior damage. If this notification is not made the unit owner accepts responsibility for any/all damage found in the common areas following completion of the construction.
7. Each violation of these rules will result in a \$100 fine deducted from the deposit. Each day that a rule is violated will result in additional fines. Fines in excess of the deposit will be billed to the unit owner.
8. The \$500 deposit will be returned after the project has been completed and an inspection of the common areas leading to and around the unit where construction was done is made by a representative of The RWP Condominium Association. Any damage determined to be caused by the construction will be charged to the owner of the unit. Cost for repair of damages will be deducted from the deposit. If the common areas require cleanup after construction the cost of the cleanup will be deducted from the deposit. Any amounts in excess of the deposit for cleanup or repairs will be billed to the unit owner.

The applicant agrees to abide by the rules set forth in this application as well as all rules in the RWP Condominium Association Bylaws, Rules & Regulations and Condo Docs all of which are available at our website [www.202windwardpassage.com](http://www.202windwardpassage.com). In addition the applicant agrees to accept responsibility for any damage done to the property of others as a result of this construction.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

RWP Condominium Association Board Approval:

\_\_\_\_\_  
Signature RWP Condominium Association Board Member

\_\_\_\_\_  
Date

**Construction may commence only after a copy of this document signed by a member of the RWP Condominium Association Board of Directors is received by the homeowner!**