

Eagle Creek Condominium

UNIT RENOVATION APPLICATION

Address/ _____
Unit: _____

Owner _____
Name(s) _____

Phone _____

Phone _____

Email _____

Email _____

Contractor/
Vendor Name _____

Phone _____

Email _____

DEADLINES

Major project applications:
submit to the Management Office **by March 1**

Minor project applications:
submit to the Management Office **by May 1**

Window Replacement & Hurricane Shutter Applications:
May be submitted **at any time**

CONSTRUCTION SEASON:

May 1st- October 31st

Please mark the scope of your project (select all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Major w/ Structural Changes | <input type="checkbox"/> Window or Sliding Glass | <input type="checkbox"/> Plumbing Systems |
| <input type="checkbox"/> Major Unit Remodeling | <input type="checkbox"/> Door Changes | <input type="checkbox"/> Electrical System |
| <input type="checkbox"/> Terrace or Balcony Changes | <input type="checkbox"/> Door Opening Changes | <input type="checkbox"/> Carpentry Work |
| <input type="checkbox"/> Minor Remodeling | <input type="checkbox"/> Kitchen Renovation | <input type="checkbox"/> HVAC Systems |
| <input type="checkbox"/> Bathroom Renovation | <input type="checkbox"/> Hurricane Shutters | <input type="checkbox"/> Water Heater |
| <input type="checkbox"/> Change of Floor Plan | <input type="checkbox"/> Flooring Changes | <input type="checkbox"/> Replacement |

Project Description _____

Owner _____
Signature _____

Office _____
Signature _____

Date _____

Date _____
Received _____

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UNIT RENOVATION CHECK LIST

Steps in the Review and Approval Process for Unit Remodeling Project Applications:

Owner

1. Inform the office and obtain the Unit Remodeling Project “Application Package” from the Association Office or website _____

Owner

2. Complete the Application Form for Approval of Unit Remodeling Projects.

Contractor

3. Produce all required architectural drawings, engineering calculations and material specifications, occupational /vendor license, vendor insurance etc.

Owner, and Contractor

4. Submit the completed Application Form and all required architectural drawings, engineering calculations & material information to the PMO by the required deadlines (Major projects – March 1; Minor projects – May 1)
 - Electronic copy of all the documents is required.

PMO

5. Inform Owner of Board decision and any additional requirements or stipulations attached.