

Eagle Creek Condominium

UNIT RENOVATION APPLICATION

Address/ _____
Unit: _____

Is your project a Major or Minor _____

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

Emergency repairs will be evaluated and approved by management on a case-by-case basis. Each request will be assessed individually, considering the urgency, impact, and associated costs, before approval is granted.

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/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 |
| <input type="checkbox"/> Major Bathroom | <input type="checkbox"/> Hurricane Shutters | <input type="checkbox"/> Systems Water |
| <input type="checkbox"/> Minor Renovation | <input type="checkbox"/> Flooring Changes | Heater |
| | | Replacement |

Project Description _____

Owner _____
Signature _____

Office _____
Signature _____

Eagle Creek Condominium

Date _____

Date

Received

Eagle Creek Condominium

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, EagleCreek.Today Website or Vantaca Portal

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 documents are acceptable -sent to pm@eaglecreekcc.org)

PMO

5. Inform Owner of management decision and any additional requirements or stipulations the request may have.