

Villas at Osprey Harbor Village
Architectural Request Form (ARC)

*Please email completed forms to the Office at carolyn.mackinnon@realmanage.com.

Name: _____ Unit # _____

Contractor name:

Contact person at Contractor:

Contractor's phone and email:

Estimated start date: _____ Estimated completion date: _____

** Contractors MUST email the following forms to Carolyn.mackinnon@realmanage.com

- Certificate of Insurance
- Workman's Compensation
- Release of Liability

Owners are responsible for the accuracy of the information supplied and work/action of persons under their employment, by direction or authority. All debris and materials must be taken off property by owner's contractor. Please be aware of littering our driveways and garage areas with materials.

Owner Signature: _____ Date: _____

TO BE COMPLETED BY OWNER OR CONTRACTOR

Please provide a detailed description of the work to be done and attach any plans or drawings, if applicable:

FOR FLOORING (carpet/tile installation):

A minimal impact isolation class (IIC) rating of 55 material must be used. Please detail the underlayment you will use:

IMPORTANT NOTES:

* Before there is ANY drilling into walls, doors, and/or floors the Contractor MUST provide proof that post tension cables, wires, etc. will not be damaged.

* There can be NO changes or alterations to common areas such as windows, doors, or anything noticeable from the exterior.

*Someone must supervise the Contractor when they go on the roof.

* A/C installations CANNOT take place on Mondays due to limited space in the driveway because of trash day.

*If there is going to be a lot of dust and/or debris during your project, please let the Office know so we can have the fire alarm system "paused." This way you do not trigger the alarm system on the Property.

*You should advise all Contractors to check in with the Office when they arrive onsite.

*If you are having work done on a weekend, you must notify the office in advance and all paperwork must be received prior to the work being done.

CONTRACTOR LIABILITY RELEASE

I, _____, hereby acknowledge that I will be accessing the property of the Villas at Osprey Harbor Village (OHV) for the specific purpose mentioned in this ARC form. I acknowledge I will be liable to OHV for any damage I may cause while accessing the property.

I will give OHV the opportunity to inspect the premises prior to and immediately after my work to check for any damage I may cause. However, I will also notify OHV Management of any damage I may cause while on premise. I am responsible for TAKING WITH ME all debris and work material prior to leaving the premises after my work is completed.

Signature: _____

Company name: _____

Date: _____

FOR OFFICE USE ONLY:

Date request received: _____

Board approval date received: _____

COI rec'd: _____ Workers Comp rec'd: _____ Liability release rec'd: _____