

Wildwood

Unit Modification Form

In accordance with the Rules and Regulations of Wildwood, number 3, please list below, in details, any and all modifications you are requesting to preform inside your unit. This document will be sent to the board for review, and you will receive a response promptly with approval, refusal, or requesting changes.

Project Overview:

Flooring Modifications:

Plumbing Modifications:

Electrical Modifications:

Please provide the name and contact information of your Contractor-

UNIT REMODELING /RENOVATION

1. All major remodeling or renovations must be approved by the board.
2. Unit cosmetic changes such as painting, carpeting, upgrading existing light fixtures, changing appliances, changing faucets or plumbing fixtures, electrical outlets or switches, minor cabinet changes or repairs do not need approval from the board. Any of the aforementioned items must be done in a safe manner and must meet all building code requirements.
3. Plans for remodeling and/or renovation must be submitted to the board for approval.

4. Work cannot begin until the plans have received written approval from the board. When complete plans have been submitted, the board will respond in as timely a manner as possible.
5. If structural modifications are being proposed, the plans must include a structural engineer's report.
6. All modifications must be performed by a licensed and insured general contractor. A copy of the contractor's license and certificate of liability insurance must be submitted to the Wildwood property manager before board approval can be obtained.
7. No owners are allowed to change any part of the outside of a unit whether it be on the patio/deck areas, other exterior areas or in the hallway area.
8. Remodeling/renovation work is only permitted between the hours of 8:30 a.m. and 5:30 p.m. These hours pertain to contractors and unit owners doing their own work.
9. All remodeling/renovation materials and supplies must be stored within the unit itself or off site. Storage is not permitted in any common area, inside or outside.
10. All remodel/renovation debris must be removed immediately. The dumpster cannot be used for major disposal (more than a regular trash can full). Any cost to the HOA for extra trash removal because of a remodel/renovation must be paid by the appropriate unit owner.
11. It will be the responsibility of the owner to obtain all necessary permits. Any costs incurred for these permits will be the responsibility of the unit owner. If not done properly and any fines or assessments are levied against Wildwood Suites these costs will also be the responsibility of the said owner.
12. Upon completion of remodel/renovation projects the board must be provided copies of all inspections pertaining to all necessary permits for said job.