

**COVE TOWERS PRESERVE ASSOCIATION, INC.**  
**REQUEST FOR ARCHITECTURAL MODIFICATION REVIEW**

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Owner Name \_\_\_\_\_

Address Montego or Nevis \_\_\_\_\_ Unit \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

**MODIFICATION SPECIFICATIONS**

DESCRIBE IN DETAIL WHAT MODIFICATIONS ARE BEING DONE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(IF HIRING A CONTRACTOR TO PERFORM THE CONSTRUCTION, PLEASE PROVIDE CONTRACTOR INFORMATION)*

CONTRACTOR NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

Initial the following:

**SUBMITTAL REQUIREMENTS CHECKLIST**

Request for Review (This Form) \_\_\_\_\_

Signed Modification Request Acknowledgement \_\_\_\_\_

Signed CTP Policy & Procedure/ Rules for Decorators, Contractors and Sub-Contractors \_\_\_\_\_

Copy of Contractors/ Sub-Contractors license and certificate of insurance \_\_\_\_\_

Samples of product and manufacturer specifications (site plan) \_\_\_\_\_

Estimated time of completion Date ( / / ) \_\_\_\_\_

Will a permit be required for your renovation? \_\_\_\_\_

**If flooring is being installed the following is required:**

Date of sound barrier inspection \_\_\_\_\_

Signature (persons verifying inspection on the association's behalf) \_\_\_\_\_

***FOR ASSOCIATION USE ONLY***

*Date Received by office* \_\_\_\_\_

( ) *Approved*

( ) *Disapproved*

*Signature of Board Member*

*Signature of Property Manager*

\_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_ *Date* \_\_\_\_\_

**Inspection by association representative upon completion of project:**

Date of final inspection \_\_\_\_\_

Signature (persons verifying inspection on the association's behalf) \_\_\_\_\_

**MODIFICATION REQUEST  
ACKNOWLEDGEMENT**

**Approval is hereby requested to make modifications on the attached Request for Review” Architectural Modification Form.**

In requesting approval of this construction, I acknowledge full responsibility for the contractor’s performance.

I understand:

That I must obtain a copy of my contractor's license and an original certificate of insurance prior to work commencement.

That I will comply with all State and County building code requirements, attain a permit if required for my particular modification and post said permit.

That approval does not constitute a representative or warranty of the quality of the work performed and that I am solely responsible for determining that the contractor's performance is satisfactory.

That neither the Board of Directors, their Committees nor Agents in any way endorse contractors or vendors for work within the community.

That the purpose of inspection is to determine that construction has been completed in conformity with the approved proposal and the premises left in good condition.

That I will notify the Property Manager of the Construction Schedule and Project Completion Date so inspections can be arranged.

I have read and understand the Association’s Rules for Decorators, Contractors and Sub-Contractors.

I, the undersigned as unit owner(s), accept the responsibility for any structural or other damage resulting from work done at my unit and agree to repair such damage immediately. Upon resale, the new owner(s) becomes responsible for same as stated in the restrictive covenant.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN COMPLETED FORMS TO:  
The Cove Towers Preserve Office at  
465 Cove Tower Drive  
Naples, FL 34110**

**COVE TOWERS PRESERVE  
CONDOMINIUM ASSOCIATION, INC.**

465 Cove Tower Drive, Naples, FL 34110

Phone: 239-593-3977 Fax: 239-593-3492 Email: [Covetowerspreserve@gmail.com](mailto:Covetowerspreserve@gmail.com)

## Flooring Replacement Request Form

Owner's Name \_\_\_\_\_ Montego or Nevis – Unit Number \_\_\_\_\_ Date \_\_\_\_\_

**Contractor Information:**

Name:

Address:

Phone:

Email

Representative:

Flooring – Each unit owner who elects to install any portion of their unit with new flooring shall first be required to install an approved underlayment as follows:

For hard surface flooring materials (marble, wood, tile) or vinyl, Proflex 90 MSC or a product with equal or better Sound Transmission Class (ASTM-E90-02), Impact Insulation Class (ASTM-E989-90/492-90) and Moisture Vapor Protection is required. Any substituted product must have verified performance specifications published on the manufacturer's publically accessible website and must include actual testing results from a certified lab. The perimeter sound isolation material must be installed in accordance with the procedures as described in the additional material provided.

For carpeting, a ten-pound pad is required long with verified specifications.

Each owner is required to submit for approval to the BOD or its representative the proposed underlayment material and documentation. Written approval for the proposed materials is required prior to installation of any new flooring, and installed underlayment must be inspected and approved prior to installation of the new flooring.

Required information includes:

- Area(s) to be Installed
- Product Information
- Underlayment Information
- Insurance Information
- Contactor Certification

**VISUAL CONFIRMATION of Underlayment (as noted above) prior to floor installation by Management**

**Representative, approved when signed.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Management / Representative

**STATUS OF REQUEST:** Contractor has met the association requirement and has been granted approval to proceed with the scope of work described when signed.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Property Manager/ Board Member

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**CONTRACTOR CERTIFICATION FORM**

\_\_\_\_\_ (company name)

as Contractor for the installation of a hard surface flooring at

Montego / Nevis (circle one) Unit Number \_\_\_\_\_, hereby certifies that the flooring was installed in accordance with the procedure stated in the Cove Tower Preserve Rules and Regulations (the 4/22/14 excerpt was provided).

Authorized Signature:

Signed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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**RULES FOR DECORATORS, CONTRACTORS AND SUB-CONTRACTORS**

1. The unit owner must pre-register with the Management Company providing appropriate contact information of the unit owner's representative who will be overseeing the work being done in the unit whether it be the interior decorator, the general contractor or the unit owner.
2. All unit Alterations/Additions and/or Modifications other than cosmetic or decorative, must receive prior written approval from the Board of Directors.
3. Prior to commencing work, the unit owner's representative must submit to the Management Company, a list of names, addresses and telephone numbers of all subcontractors who will be working in the unit, together with a schedule for their work.
4. Work hours are 8:00 a.m. to 5 p.m., Monday through Friday except the following Federal holidays (New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas),
5. The contractor must have Type "B" licenses in Collier County and/or Lee County and submit proof of same for the Management company's file.
6. Prior to authorization for access, the contractors and all sub-contractors must produce from their insurance carrier a Certificate of Insurance of general liability of no less than \$250,000 per occurrence and no less than \$500,000 aggregate, and provide proof of Worker's Compensation coverage for the Management Company's file.
7. Workers will be allowed to unload their materials and equipment close to the elevator designated for their use. The Management Company will designate the elevator that workers are to use and only that elevator shall be used for such purposes.
8. After unloading, workers must park their vehicles in the designated area specified by the Management Company.
9. Work Preparations will not be allowed on the ground floor, i.e. mixing of paints, mud, grout, etc.
10. The trash chutes are not to be used, nor is any trash to be left in units or hallways. The Property Manager will provide information on disposal of trash.
11. All trash and debris shall be hauled off the property by the workers on a daily basis, unless a dumpster specifically designated for their use is available
12. Grout, paint, wall mud or any other material must not be poured down building drains, sinks, toilets or bathtubs.
13. Sub-contractors are not to use carts owned by the Condominium.

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14. Breaks and lunches, if taken inside the building must be confined to owner's unit.
15. No radios will be allowed in the building unless used with headphones.
16. Access to the individual condominium units must be coordinated through the owner, decorator or other designee.
17. Do not tamper with, or hang extension cords from, any sprinkler heads.
18. Unit smoke alarms are to be left in place. They are to be properly protected during interior finish work, which generates heavy airborne particles, i.e. sanding and painting.
19. Workers are not to wander around areas other than the specific area or unit to which they are assigned.
20. **FLOORING** – Each unit owner who elects to install any portion of their unit with new flooring shall first be required to install an approved underlayment as follows:

For hard surface flooring materials (marble, wood, tile) or vinyl, Proflex 90 MSC or a product with equal or better Sound Transmission Class (ASTM-E90-02), Impact Insulation Class (ASTM-E989-90/492-90) and Moisture Vapor Protection is required. Any substituted product must have verified performance specifications published on the manufacturer's publically accessible website and must include actual testing results from a certified lab. The perimeter sound isolation material must be installed in accordance with the procedures as described in the additional material provided.

For carpeting, a ten-pound pad is required long with verified specifications.

Each owner is required to submit for approval to the BOD or its representative the proposed underlayment material and documentation. Written approval for the proposed materials is required prior to installation of any new flooring, and installed underlayment must be inspected and approved prior to installation of the new flooring. A signed form by the contractor must be submitted to the Property Manager stating that the flooring specification was installed in accordance with the procedure stated in the Association's rules and regulations. Installation procedures shall meet or exceed the following:

A. Isolation Barrier

1. At the perimeter of the entire floor, and the periphery of all protrusions to that floor; fiberglass board (6-15pcf) not less than 3/8 of an inch (9.525 millimeters) thick, to minimize flanking, should be used within ¼ inches (6.35 millimeters) of the finished surface.
2. Closed cell polyethylene foam (2.7– 9pcf) not less than ¼ of an inch thick (6.35 millimeters) may also be used as the perimeter isolation barriers.
3. The fiberglass board of the polyethylene foam can be cut into strips and held in place with a few spots of acoustical sealant. If the strips are too tall, they can easily be trimmed

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within ¼ inch of the finished surface after the tile is grouted; therefore keeping any hard residue out of the finished surface after the tile is grouted, therefore keeping any hard residue out of the perimeter grout joints.

- B. After the tile is set and grouted, additional time should be spent to check the perimeter of the entire floor and the periphery for any protrusions such as pipes, so as not to have any mortar, bond coat, or grout, touching the walls or any protrusions that penetrate the floor. Should any of the hard material from the installation make contact between tile or setting bed and the wall, or a penetration protrusion, a large reduction in the sound rating will occur. After grouting, but before the edges are caulked, trim the polyethylene sheeting back to the top of the fiberglass or polyethylene foam edging.
- C. A sealant is required at the perimeter of the entire floor, and the periphery of all protrusions to that floor.
  - 1. This joint shall be ¼ inch wide (6.35 millimeters) from the finished top of the tile. This joint must be filled with an elastomeric sealant or an acoustical sealant. Hard grout is unacceptable.
  - 2. This caulking can be done before or after grouting as long as the hard grout is left out of the joint between the floor and the wall and around the periphery of any protrusion.
  - 3. If USG acoustical sealant is used, the joint can be painted to conform with the color of the grout used in the field.
  - 4. Dow-Corning and G.E. Silicone sealants come in variety of colors to harmonize with the color of the tile.
- 21. The Unit owner is responsible for his decorator's contractors and sub-contractor's actions and inactions while on the premises. Decorators, contractors and sub-contractors are on the premises at their own risk and agree to indemnify and hold harmless to the Condominium Association for any liability or damages which might arise in connection with their activities on the premises.
- 22. Smoking, while discouraged, will only be allowed in the individual units with the owner's permission.

Activities will be monitored during the day. Non-compliance may result in your decorator, contractor or subcontractor being barred from the building.

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