

Windward Cay in Windstar Renovation Review Form

1. All renovations, major repairs and remodeling require a General Contractor (G.C.) or a Building Contractor (B.C.) license. A Residential Contractor (R.C.) license is unacceptable. Prior to initiating any work, all Contractors and Subcontractors must provide documentation of their license, general liability, and workers compensation insurances to our Property Manager (Suzanne Foster- Resort). The entire project must have permits and meet all codes as required by the City or County. Permit to be posted and visible.
2. Drawings for the proposed project must be submitted to Resort Management (Dianna Musse at dmusse@resortgroupinc.com) for Board approval at least 30 days in advance of proposed commencement of any work. These drawings must clearly identify all ways in which they deviate from the original condo floor plan and must show the exact placement and type of non-carpeted flooring areas, if applicable. Particular attention must be paid to the Bylaws of the Windward Cay.
3. The project work hours are 8:00am to 5:00 pm Monday through Friday and 9:00 am to 12:00 pm on Saturday.
4. Resort Management must be notified at least 3 business days prior to the project's commencement.
5. The contractor must notify the Property Manager AT LEAST 48 hours in advance if any utility or mechanical system needs to be turned off. This allows time to notify the affected residents.
6. All project work must be performed in the condo or in the alleyway, but not on any of the grassy areas. None of it may be performed in walkways or hallways.
7. All waste material must be placed in the Contractor's bin. None of the waste may be placed in the Windward Cay dumpsters or in any drains. Nothing may be thrown off the balconies or out of windows.
8. Any dust, dirt or debris outside the condo must be removed by the contractor at the end of each day.
9. No inappropriate language will not be condoned.
11. All aspects of a project require Board approval, including any replacement or relocation of plumbing, electrical lines, air conditioner, hot water heater, or any walls, doors, or windows.
12. If hard flooring (tile, hardwood, etc.) in the living areas on a second-floor condo is to be installed, an approved sound deadening material before the hard flooring must be installed.

_____ initials

13. The General Contractor is responsible for ensuring that all Subcontractors abide by these requirements.

14. The Windward Cay board is responsible for looking after the best interest of all owners at the Windward Cay. As individual projects vary so greatly, it is understood that the board has the authority to make reasonable requests that are not specifically stated in this agreement.

These requirements have been adopted by the Windward Cay Board of Directors. Contractor and Condo Owner agree to these provisions as a condition to approval of the project.

Address _____

Date _____

Contractor Business Name _____

Contractor's Signature _____ Cell # _____

Owner's Signature _____ Cell # _____

Brief Description of Renovation Details: _____

Start Date: _____ Estimated End Date: _____

(Board Use Only)

Date Received: _____

Date Reviewed: _____

_____ Approved

_____ Not Approved

(Reason: _____)

Approval Signature: _____