

**TWIN TOWERS HOMEOWNER'S ASSOCIATION, INC.  
REQUEST FOR UNIT WORK**

**DATE OF REQUEST** \_\_\_\_\_

**OWNER CONTACT INFORMATION:**

Owner Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Email: \_\_\_\_\_

**LOCATION OF WORK:**

2020 N. Atlantic Avenue, Unit # \_\_\_\_\_  
Cocoa Beach, Florida 32931

**CONTRACTOR INFORMATION:**

Contract Name & Contact Person: \_\_\_\_\_

Contractor Telephone: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

**UNIT WORK TO BE PERFORMED:**

- Remove/Replace HVAC ( ) Handler ( ) Condenser—must be horizontal discharge
- Remove/Replacement of Windows
  - ( ) Sliding Glass Door ( ) Bedroom Window ( ) Enclosure Windows ( ) Other \_\_\_\_\_
- Remove/Replace or New Installation of Hurricane Shutters
  - Location: ( ) Sliding Glass Door ( ) Bedroom Window ( ) Both
  - Style: ( ) Accordion ( ) Roll Down
- Kitchen Remodel\* ( ) requires movement of plumbing or electric  
( ) requires no movement of plumbing or electric
- Bathroom Remodel\* ( ) requires movement of plumbing or electric  
( ) requires no movement of plumbing or electric
- Other \_\_\_\_\_

\*A diagram of the work location must be provided. Please include such details as location of utilities, dimensions, materials, size, location and other pertinent data to accurately describe the unit work.

**TERMS OF AGREEMENT TO PERFORM WORK:**

I understand and will comply with the following:

- No project may commence prior to unit owner receiving approval by Condominium Association.
- Construction hours are as follows:
  - Monday – Saturday 8:00 a.m. to 8:00 p.m.
  - Sunday – Absolutely no work
- Any damage, destruction, or defacement to the elevators or any part of the buildings will not be tolerated. The use of elevators with pads and floor protection must be in place at all times while work is on-going.
- The use of the Association dumpster is **strictly prohibited**. All construction and repair trash must be removed **daily** from the premises including any boxes, packing material, appliances, furniture or residual material. Debris may not be thrown over balconies.
- All exterior walkways, elevator floors, and parking lot may not be blocked and must be cleaned daily and be left free of dirt, debris, or dust.
- The Association is not responsible for providing building or unit access. Owners or residents are responsible to coordinate building and unit entry.
- Exterior doors are not to be propped open.
- Association carts are not to be used for the moving of materials, debris, or other construction purposes.
- The storage or placement of construction materials on common area property is strictly prohibited.
- Contractor vehicles are not to be left in fire or tow-away zones. Contractor vehicles are to be parked in visitor parking or large vehicle parking spaces.
- Owner is responsible for complying with all Easements, State, County and City building codes and to obtain all applicable permits.
- Twin Towers Homeowner’s Association Inc. shall be “held harmless” for any and all incidents or damages that may arise during or after the project.
- If owner’s request is not approved, or work performed is different than approved the owner understands and agrees, by signing below, that owner will be required to restore area back to its original condition. Unit owner may also be subject to legal action by the Association and that owner shall be responsible for all reasonable attorney fees and costs.
- Association has the right (but not the obligation) to inspect unit work.
- Owner further acknowledges that the Manager has the right to stop any and all work should they perform outside the improvements or alterations as Approved by the Board of Directors, or if there is a belief that these or other Architectural and Building Guidelines are not being adhered to.

The undersigned, being all of the owners of Twin Towers Homeowner’s Association, Inc., Unit # \_\_\_\_\_, hereby agree to indemnify and hold harmless the Association, its Board, officers, directors, employees, contractors, and subcontractors from and against any and all claims, losses, damages, fines and costs (including attorney’s fees and costs) arising out of or in connection with both:

- (a) The legal compliance will all applicable governmental rules, regulations, codes and licensing and permit procedures which may now or hereafter be determined to affect or be required by the Unit Work; and,
- (b) The quality or suitability for any purpose whatsoever of the Unit Work as finally furnished by Unit Owner’s contractors.

The undersigned acknowledges and agree that they are solely responsible for determining and satisfying all governmental rules, regulations, codes and licensing and permit requirements in connection with the Unit Work and for determining whether the Unit Work when completed has been furnished and installed in a quality and manner satisfactory to the undersigned.

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

\_\_\_\_\_  
Date Signed

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

\_\_\_\_\_  
Date Signed

**Twin Towers Homeowner’s Association, Inc.**

Request is:                    ( ) Approved    ( ) Denied

\_\_\_\_\_  
Association Representative

\_\_\_\_\_  
Date Signed