

# Regatta at Vanderbilt Beach II Condominium Association, Inc. Alteration & Modification Request

**PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:**  
(NOTE: This is a two page form. Both pages must be completed & submitted)

## OWNER INFORMATION

Name(s)

Address

Phone #

Cell #

Other Phone #

Email Address

## MODIFICATION REQUEST TYPE

\_\_\_\_\_ Exterior Appearance (i.e. shutters)

\_\_\_\_\_ Structure (i.e. walls)

\_\_\_\_\_ Electrical/Plumbing (change from original installation)

\_\_\_\_\_ Common Elements (i.e. enclosing lanai)

\_\_\_\_\_ Flooring (i.e. replacing carpeting with tile)

\_\_\_\_\_ Other

## Explanation of Modification

*You must submit a drawing for any modification and/or vendor's brochure. The drawing should include a site plan and the scale should be 1/2 inch = 1 foot. Please list sizes and materials to be used.*

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CONTRACTOR INFORMATION			
Name _____			
Address _____			
City _____	State _____	Zip _____	
Phone # _____	Fax # _____		

DISCLAIMER AND SIGNATURE	
<ol style="list-style-type: none"> <li>1. Actual construction shall be performed by a fully insured licensed contractor. All applicable codes and regulations must be in compliance and all necessary permits will be obtained at my/our expense.</li> <li>2. I/we have read all applicable sections of the Bylaws and I/we understand same.</li> <li>3. All maintenance of this alteration/modification will be performed at my/our expense.</li> <li>4. I/we understand that, should any legal regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.</li> <li>5. Any maintenance cost incurred by the Association, as a result of this variance, will be at my/our expense.</li> <li>6. This alteration/modification is subject to all requirements of the Bylaws and other applicable regulations.</li> <li>7. I/we understand that it is my/our responsibility to advise future assigns and of their responsibility for same.</li> <li>8. All of the above information is truthful and accurate.</li> <li>9. DEMOLITION OF A TILE OR WOOD FLOOR MUST BE DONE USING A FLOOR SCRAPING MACHINE, REGARDLESS OF SEASON, UNLESS THE CONTRACTOR DEMONSTRATES THAT THIS EQUIPMENT CAN NOT BE USED.</li> </ol>	
Signature _____	Date _____
Signature _____	Date _____

**\*\*NO WORK SHALL COMMENCE BEFORE RECEIVING BOARD APPROVAL\*\***

## REQUEST REQUIREMENTS

Please be aware that an incomplete request package will cause delays in processing. The following items must be included for the application to be processed:

- \_\_\_\_\_ Completed Alteration & Modification Request form
- \_\_\_\_\_ Drawing and/or Vendor Brochure
- \_\_\_\_\_ Copy of Contractor's License
- \_\_\_\_\_ Copy of Contractor's Insurance

**Return this request to:**

Regatta at Vanderbilt Beach II Condominium Association  
 c/o Sandcastle Community Management, Inc.  
 9150 Galleria Court, Suite 201  
 Naples, Florida 34109  
 (239)596-7200 phone (239)593-4812 Fax  
[info@sandcastlecm.com](mailto:info@sandcastlecm.com)

## Request Approval

_____ Approved _____ Disapproved	Date _____ By _____ <div style="text-align: center; font-size: small;">Board Officer or Director</div>
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