

Parklane Towers

## Shareholder's Project Request Form

Updated May 2022

### For Office Use Only

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

Date Sent for Reviews: \_\_\_\_\_

Date Sent to Resident: \_\_\_\_\_

This form must be filled out in its entirety for your project request to be reviewed for approval by the Board Member in charge of Housing & Grounds and/or our Maintenance & Operations depending on your project. Please provide as much detail as possible. Lack of detail or incomplete information may delay a response to your request. If you have multiple projects, please complete a separate request form for each project. Try to submit 30-days or more prior to work start date if a major project. Simpler projects like flooring replacement need one week.

### Homeowner Information:

Name: \_\_\_\_\_ Unit#: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

## PROJECT INFORMATION:

---

Expected Start Date: \_\_\_\_\_ Name of Project: \_\_\_\_\_

Please provide a detailed description of your request (include pictures, drawings, dimensions, materials, etc. where applicable. If you need additional space, please attach a separate sheet and indicate that it is attached.

---

---

---

# Parklane Towers Project Request Form

Is this project accomplished by any contractors?

\_\_\_\_\_ Yes, complete the following section. \_\_\_\_\_ No

## **Contractor Information (if applicable):**

It is strongly suggested that any contractor hired by you as the homeowner be licensed, bonded, and insured, as you are ultimately responsible for the work performed and/or any damages as a result of that work. If any permits are required, a copy of those permits must be on file in the Parklane Towers before any work begins.

Company: \_\_\_\_\_

Services or product provided: \_\_\_\_\_

Contract Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Services or product provided: \_\_\_\_\_

Contract Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Services or product provided: \_\_\_\_\_

Contract Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Services or product provided: \_\_\_\_\_

Contract Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Parklane Towers Project Request Form

I, \_\_\_\_\_ vested owner of apartment \_\_\_\_\_ do accept, understand, and agree to the following conditions, restrictions, and requirements:

1. I will complete this form for any remodeling and construction work to be performed by outside contractors to include electricians, plumbers, and general contractors.
2. I will not begin any work until I have approval from the Board of Directors.
3. I understand the original signed form will be filed in my personal file.
4. I will update the Board on any changes to the submitted plans in writing. If changes are substantial, I will get board approval before work begins.
5. I will not request or expect to complete any project that may interfere with the integrity of Parklane Towers' property (i.e., drainage, structural integrity, plumbing, etc.).
6. I will repair any damage caused to Parklane Towers' property as a result of any part of this project at my expense.
7. I, or my contractor(s), will obtain any city, state, or county permits that may be required for the type of work being completed, and will adhere to any applicable federal, state and local laws, codes, regulations. etc.
8. I will only use materials of good quality and perform any and all work in a professional and respectful manner.
9. I am responsible, at all times, for the conduct and actions of all persons, agents, contractors, employees, etc. associated with this project.
10. I will be responsible for the upkeep and repair of any changes, additions, improvements, etc. to my home at my expense. Under no circumstances will I make any demands for the Shareholders of Parklane Towers, Inc. to be responsible for any of these changes, additions, or improvements nor expect any representation or warranty regarding this project by the corporation.
11. If and when I sell my shares, I am responsible to communicate all responsibilities and duties pertaining to any changes, additions, and improvements to the new owner.
12. I will not allow any work that causes loud or noxious activity before 8:00 a.m. and after 5:00 p.m. Monday through Friday and none on weekends.
13. I and my contractors will follow the *Policies For Contractors, Movers, and Workers* and the *Contractor Checklist* as outlined in our Shareholders Handbook.

\_\_\_\_\_  
Shareholder Name (please print) and Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Board of Director's Name and Date

\_\_\_\_\_  
Signature