



CONDOMINIUM ASSOCIATION, INC.  
 1717 NORTH BAYSHORE DRIVE • MIAMI, FLORIDA 33132-1148  
 TELEPHONE: (305) 374-2822

**OWNER**

**CONTRACTOR**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

UNIT#: \_\_\_\_\_

UNIT#: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

**TYPE OF WORK REQUESTED**

- PAINT (MINOR REPAIRS)
- HARD SURFACE FLOORING
- PLUMBING
- ELECTRICAL
- ARCHITECTURAL MODIFICATION
- OTHER: \_\_\_\_\_

\*\*\*Unit modifications required appropriated drawings, blueprints, plans and authorized city permits.

\_\_\_\_\_  
 Owner policy acceptance (signature)

\_\_\_\_\_  
 Date

**FOR OFFICE USE ONLY**

- APPROVED TO PROCEED. DATE: \_\_\_\_\_
- DISAPPROVED (EXPLANATION): \_\_\_\_\_
- OTHER: \_\_\_\_\_
- BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**DEPOSIT (Check will be deposited and return upon completion of work)**

- \$300.00 RECIEVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_
- \$1000.00 RECIEVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**SOUNDPROOFING**

- APPROVED TO BY: \_\_\_\_\_ DATE: \_\_\_\_\_
- DISAPPROVED (EXPLANATION): \_\_\_\_\_

**DEDUCTIBLES**

- \$250.00 Will be retain from the deposit either you use the trash container or not. Charge will be held upon construction inspection.
- \$150.00 Door Mat

# INTEROFFICE MEMO

**Date:** September 1, 2004

**To:** All Departments

**From:** Brendan Grubb

**RE:** OPEN TOP CONTAINER POLICY CHANGE

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Effective September 2, 2004. The key to the open container cage will be handled by the security department. Housekeeping will notify the security department every time that they need to use the container. All residents who have paid to use the compactor will also go to security for the key. The security officer who opens the cage will log the unit #, time and his name or call sign. The other changes are as follows.

**FULL CONTAINER**

**\$500.00**

The resident has 30 days or 8 trips, which will be monitored not to exceed the full container.

**½ CONTAINER**

**\$250.00**

The resident has 4 trips in 14 days in which to load ½ the container, the trips will also be monitored so as not to exceed the ½ container.

**¼ CONTAINER**

**\$150.00**

The resident has 2 trips in 7 days in which to load the ¼ container, the trips will be monitored so as not to exceed the ¼ container.