



15008 Punta Rassa Road, Fort Myers, FL 33908  
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March 30, 2022

Dear Owner,

As you consider making modifications to your home at Punta Rassa, it is very important that you understand your responsibilities and those of your chosen contractor(s) in relationship with the Association and to Lee County Building Department.

Attached is important information from our condo Declaration which must be heeded. Please take the time to read it thoroughly and to be sure that your contractor understands all rules and regulations which apply to him/her.

If it is reported or observed by management that the contractor(s)/owner is in noncompliance with Lee County requirements, Code Enforcement will be notified.

**Failure to comply with the Punta Rassa Condominium Association Documents and Rules will result in penalties by the Association or Lee County, and immediate stoppage of work by the Association or Court Order.**

Your approval to have work commence letter will be issued once the contractor's application to modify your unit has been approved.

Respectfully,

Michael Bancroft  
Association Manager

**Board Members:**  
Robert Mizek, Vice President  
Bruce Heymann, Treasurer  
Edna Luther, Secretary  
Assoc. Mgr. Michael Bancroft CMCA, AMS

**Joe Faulhaber**, President  
David Fowler, Director  
Tim Hester, Director  
David Nielsen, Director

# UNIT REMODELING APPLICATION

(I/We) {Owner(s)} \_\_\_\_\_  
request permission to make the following modifications to Unit \_\_\_\_\_ in Building \_\_\_\_\_.  
Owner Phone NO.: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

The following areas will be affected (Circle all that apply):  
Kitchen, Dining Room, Bathroom, Living Room, Bedroom(s), Foyer/Hall, Balcony, Lanai rolling doors, Lanai  
Windows, Bedroom, Guest Bedroom or Kitchen Window, Shutters, Flooring. Other (explain)  
(Attach additional notes/use back of form if necessary)

\_\_\_\_\_  
\_\_\_\_\_

Description of work to be done (this must include an approved type and brand of window being used). If a  
plumber or electrician is required, describe type of work to be performed and speak to the Manager.  
(Attach additional notes/use back of form if necessary) (Must apply for building permit)

\_\_\_\_\_  
\_\_\_\_\_

**ANY flooring work must be discussed with Manager and requires inspection. Specs for your contractor  
are attached. Contractor MUST speak to the Manager regarding flooring. ALL FLOORING AND  
WINDOW INSTALLATIONS MUST BE DISCUSSED PRIOR WITH THE ASSOCIATION  
MANAGER.**

Please attach the following information for your General Contractor and/or each Contractor(s) or Sub-contractor  
involved with this project: (use separate sheet for sub-contractors)

General Contractor Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Name of Foreman responsible for work: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

- 1) Copy of following from **each** Contractor and/or sub-contractor:
- a. State License registered in Lee County or Certificate of Competency
  - b. Proof of Insurance: Liability Insurance, Worker's Compensation Insurance, Automobile Insurance.
  - c. Signed Contractor's Rules and Regulations form
  - d. Any relocation or modification to wall partitions will require a site plan to be furnished.
  - e. Copy of Building Permit must be submitted prior to the commencement of work. **(Strictly enforced)**

Date work is scheduled to begin: \_\_\_\_\_ Number of days to complete project: \_\_\_\_\_

*I/We are aware that as the unit owner(s), I/we have agreed to the provisions of this Unit Modification Form and I/we take full responsibility for the conduct of anyone associated with this project and full responsibility for payment of any damages to the Association or other unit owners in connection with the work performed on my/our behalf. Further I/we agree that if any of the rules and regulations are violated, the association reserves the right to stop work immediately and issue a violation notice and a fine of up to \$1,000.00 or court ordered restraining order.*

*I/we attest to the fact that I/we have read the attached Punta Rassa Condo Declaration information as it relates to unit modification and the requirements of Lee County Building Department.*

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PUNTA RASSA CONDOMINIUM ASSOCIATION**  
**DECLARATION RELATIVE TO UNIT MODIFICATION & REQUIREMENTS OF**  
**LEE COUNTY BUILDING DEPARTMENT**

This form was approved by the Board of Directors November 2, 2010

Articles 9.3 and 9.6 of the Declaration of Condominium for each of Phases I, II, III and IV of the Association imposes numerous requirements and restrictions concerning the modification and alteration of a condominium unit within Punta Rassa. As stated, “No owner shall make or permit the making of any structural modifications or alterations in a unit without first obtaining the written consent of the Association Manager.”

In addition to the restrictions and requirements imposed by the governing documents, please be advised that any modifications or alterations to a unit must comply with, in addition to all requirements under the governing documents, all permitting, inspection, and contracting requirements imposed by local, state and federal law. Failure to comply with any of these restrictions will subject you to fines, not only from the Association, but also the County and/or State of Florida. For example, if you attempt to do anything that requires a permit such as replacing windows, making any structural alteration, plumbing alteration or electrical alteration, your failure to hire a licensed contractor or failure to obtain the prior written consent of the Association Manager shall subject you to fines and penalties. In addition, failure to hire a licensed contractor may limit your ability to seek recovery against the contractor under Florida laws and regulations.

If you are not sure a permit is required for the work, or if you have questions about a Contractor’s licensing requirements, please contact Lee County at (239) 533-8329. **Be Aware: Please contact Lee County or the Punta Rassa Manager if you are personally asked by your contractor to apply for the permit. Under applicable law, except in limited circumstances, State law requires a contractor to obtain the permit where work will be done by a licensed contractor.**

In the office we have specs for windows, screen doors, tile, wood floor with floor sound proofing, and water heaters for your information and for your Contractor. Water heaters must have a square drip pan in lieu of a round one. Sample engineering specifications for enclosing lanais with hurricane glass are available at the office and your plans must meet Lee County Code requirements. It is mandatory that you use these specs because of the standard of construction required to support the installation. Please consult the governing documents pertaining to your unit for additional specifications concerning various restrictions on particular unit alterations or modifications.

**To perform work in unincorporated Lee County, contractors must have a State issued license which is registered in Lee County Certificate of Competency (a.k.a. Local License) which is applied for and issued through Lee County. Please note that an occupational license or business tax license does NOT constitute a valid contractor’s license under Florida Law (Chapter (455) or Lee County Ordinances (including Lee County Ordinance 00-26). Additionally, the licensed contract and/or you as unit owner, must submit proof of liability insurance and worker’s compensation insurance to the Association Manager together with your unit modification request form.**

**FAILURE TO COMPLY WITH THE UNIT MODIFICATION REQUIREMENTS, INCLUDING THE FAILURE TO OBTAIN THE PRIOR WRITTEN CONSENT, WILL SUBJECT YOU TO A FINE FROM THE ASSOCIATION, IN THE HIGHEST AMOUNT PERMITTED BY LAW AND THE GOVERNING DOCUMENTS OF THE ASSOCIATION.**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## *Punta Rassa Declaration of Condominium Section 9.3 and 9.6*

**Additional Unit Owner Obligations.** In connection with his maintenance, repair and replacement obligations, the unit owner shall also have the responsibility to obtain the prior written approval of the Association, through the Board of Directors, before performing any maintenance, repair or replacement which requires: changes or alterations to the physical appearance of the condominium property; excavation; access to building roofs; removal or modification of any interior partitions walls, or cabinets, whether load-bearing or not; relocation of plumbing or electrical lines or fixtures; the use of heavy or noisy equipment; such other actions as may cause concern for the peace and safety of the condominium and its residents or the aesthetics of the condominium property. The Association may condition such approval on criteria as the Board deems reasonable, including but not limited to, submission of a Unit Modification Request, and:

- Use of licensed and insured contractors and requiring proof of same;
- Oversight by the Association or its agent;
- The unit owner submitting plans as to the scope of the contemplated repair;
- Restrictions as to hours of work;
- Imposition of time limits in which jobs must be completed and prohibitions against major renovations during certain times of the year.
- Restrictions regarding equipment that may be parked or stored on or near the condominium property during construction.
- Restrictions regarding storage of materials and supplies necessary for the construction to be performed.

Nothing shall preclude the Association from acting as the owner's agent and obtaining the services of Contractors to perform unit owner maintenance responsibilities, provided that the Association and the owner so agree and provided that the owner is deemed to consent to reimbursement of expenses incurred, secured by such rights as exist for collecting common expenses under these condominium documents.

**Alterations by Unit Owners.** No owner may make or permit the making of any modifications or alterations to his unit, the common elements, or the limited common elements, or in any manner change the appearance of any portion of the condominium, or make any structural change within the unit interior without first obtaining the written consent of the Board of Directors, which consent shall be denied if the Board determines that the proposed modifications or alterations would adversely affect, or in any manner be detrimental to, the condominium in part or whole. The Board may, in appropriate circumstances, require sealed plans from an Architect or Professional Engineer licensed to practice in Florida as a condition of reviewing any requested modification, alteration or addition to the condominium property. The Board, in reaching its decision, may take into account uniformity of appearance, compatibility with architecture in Punta Rassa Condominiums, the quality of the proposed alteration, objections of neighboring residents, and such other criteria as the Board may reasonably adopt in reaching its decision. If the Board determines to permit any alteration or addition which is visible from the exterior of the premises, from any vantage, said addition or improvement must also be approved by the unit owners in the manner provided in Article 9.8 of the Declaration of Condominium, regardless of the cost or expense of such addition or alteration, but such unit owner approval shall not be required in the case of balcony enclosures. If any unit owner requests approval of an alteration or modification involving the removal or modification of any interior partition or wall, the Association may permit such removal if the removal would not materially affect or interfere with the utility services constituting common elements, if any, located therein or the structural integrity of the building.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Owner Responsibilities

- 1) *Submit fully completed Unit Modification Packet and all required documentation to the Association before work begins. (Please note that submission of a completed form is required before the Association will approve any alteration or modification to a unit.)*
- 2) *Work hours are Monday to Friday from 8:00 AM to 5:00 PM. No Work is permitted on Saturdays unless an emergency and approved in advance by the Association Manager.*
- 3) *Acquire and retain signed "Approval to Perform Work" from Administration before the work begins.*
- 4) *Consult Administration concerning applicable specifications. (Recommend gaining approval before signing vendor contract as well.)*
- 5) *At any time during the course of the approved modification, promptly advise Administration, in writing, of any change to the information in the submitted Unit Modification Application before being implemented.*
- 6) *48 HOURS NOTICE MUST BE GIVEN TO THE ADMINISTRATIVE OFFICE so that appropriate warnings are posted in the buildings letting owners know that flooring will be removed which will generate considerable noise.*
- 7) *Tile removal must be done in one (1) day. Plan accordingly with equipment and man-power. Underlayment for all flooring is required.*
- 8) *When cutting tile on the lanai, all lanai screens must be covered with a plastic barrier to prevent dust collection on the screens.*
- 9) *Floor coverings must be laid in elevator and on walkways to ensure cleanliness. Please notify the Administrative Office 24 hours prior for elevator pads.*
- 10) *Owner is responsible for the conduct of those associated with project. The Owner and/or Contractor will pay any costs to the Association for damage that may be caused by the Contractor outside the confines of the unit (i.e. elevator damage, exterior wall or railing damage, etc.).*
- 11) *When any County permit is issued, a copy must be filed with the Administration Office to become a part of the permanent records.*

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_