

**Princeton Place at Wiggins Bay Condominium Two Association, Inc.
ARCHITECTURAL REVIEW COMMITTEE – REQUEST FOR MODIFICATION**

I, _____ hereby request approval by the Architectural Review Committee for the modification shown below to the home located at 320 Horse Creek Drive, Unit # _____, Naples, FL 34110.

Proposed Construction Dates: Start: _____ End: _____

Modification Request: _____

Upon approval of my request for this modification, I/We will assume all Liability for any damage incurred as a result of this modification as well as any additional maintenance costs that may be incurred. I/We also agree to obtain any permits that may be required by any and all governmental agencies for this modification.

Attached find the following additional information:

- **A sketch, including the dimensions, of the proposed modifications.**
- **The location of the modification on my property shown on floor plan drawing for unit**
- **Color samples, if applicable.**
- **Certificate of Insurance from contractor and license**
- **If modifying structural elements, please include engineering drawings and seal of engineer.**
- **If removing second floor flooring, please include specs for sound proofing underlayment, and water proofing system if Lanai flooring is removed. We request photos taken of installation of underlayment and water proofing prior to floor installation.**
- **If using porta potty and or dumpster, please show location of placement.**
- **Signed Contractor Expectations by owner and general contractor (see 2nd page of this form)**

Owner(s) Signature(s): _____

Date Signed: _____ Phone No.: _____

The above request for modification to Unit/Lot# _____ has been:

- () DISAPPROVED
- () APPROVED
- () APPROVED WITH THE FOLLOWING CHANGES

DATE: _____

BOARD OF DIRECTORS: _____

RETURN FORM TO: ATLAIRA PROPERTY MANAGEMENT, LLC
ATTN: Guillermo Ruiz
Mailing address: 5660 Strand Ct. #107, Naples, FL 34110
Office: 239.361.3500
Email: Guillermo@propertymanager247.com

Contractor Rules & Expectations for Princeton Place at Wiggins Bay Condominium Two Association, Inc.

Please find a list of expectations for homeowners to share with contractors whom the homeowner has hired to renovate or repair their unit. We appreciate you sharing with the contractor(s) you employ and ensuring compliance.

Debris Disposal: All construction debris must be removed from the site by the contractor. It is strictly prohibited to use the building’s dumpsters for this purpose. Any contractor requiring the use of large refuse vehicles or dumpsters must obtain prior permission from the Board of Directors regarding placement and parking.

Daily Cleanup: Construction crews are required to conduct a thorough cleanup at the end of each workday. Should additional cleaning services be necessary, such as power washing of walkways, the associated costs will be billed directly to the unit owner by the Association.

Work Hours: Construction activities may only commence after 8:00 AM and must conclude by 5:00 PM daily.

Common Areas: No additions or alterations to the Common Areas are permitted. All modifications must comply with the Amended and Restated Declaration of Princeton Place at Wiggins Bay Condominium Two Association, Inc., dated March 26, 2018, specifically Section 11.

Elevator Protection: Contractors must use elevator pads to protect the mirrors and walls. These pads are available in the room adjacent to the mailboxes. For access to elevator pads, contact the property manager at 239-361-3500.

No Smoking Policy: Smoking in the common areas and walkways is strictly prohibited. All contractors must adhere to this policy and show respect for the property and its residents.

Architectural Review Compliance: Prior to the commencement of any work, contractors must submit an Architectural Review Committee Form to the property manager and receive approval from the Board of Directors.

Compliance with Building Codes: All construction work must adhere to Collier County building codes. Only licensed and insured contractors are permitted to perform work on the premises.

Work Restrictions on Weekends and Holidays: The Wiggins Bay Foundation prohibits all construction activities on Sundays and recognized holidays. Additionally, no construction work that generates vibration or loud noise (e.g., use of hammer drills, construction saws, or hammers) is allowed on Saturdays.

Unit#: _____

Signature of Unit Owner: _____

Date: _____

Signature of Contractor: _____

Date: _____

Contractor name: _____

Contractor phone: _____

Contractor email: _____