

UNIT ALTERATION FORM

Turtle Lake Golf Colony Condominium Association, Inc.  
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239-263-3587

[www.turtlelakegolfcolony.com](http://www.turtlelakegolfcolony.com)

Return form to: [admin@turtlelakegolfcolony.com](mailto:admin@turtlelakegolfcolony.com)

**APPROVED APPLICATION IS TO BE DISPLAYED IN UNIT KITCHEN WINDOW**

Please print all information except where signatures are required.

Owner's Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Owners Phone Number: \_\_\_\_\_  
Building \_\_\_\_\_ Unit \_\_\_\_\_ Owner Email: \_\_\_\_\_

DESCRIBE IN DETAIL THE TYPE OF ALTERATION AND MATERIALS TO BE USED (If additional space is required, use reverse side or another sheet)

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

NAME OF CONTRACTOR (if applicable) \_\_\_\_\_ PHONE: \_\_\_\_\_

DESIRED START DATE \_\_\_\_\_ Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENTS REQUIRED**

- Copy of Contractors License     Contractor Liability Insurance     Workers Compensation or Exemption
- Copy Owners HO6 Insurance Policy for self-work     Copy of Collier County Certificate of Competency (if applies)

**PLEASE ATTACH A SKETCH INDICATING LOCATION, SIZE AND TYPE OF CONSTRUCTION ALONG WITH ANY OTHER PERTINENT INFORMATION. PLEASE ALLOW TEN (10) DAYS FOR RESPONSE.**

**THE UNIT OWNER ASSUMES ALL RESPONSIBILITY AND COST FOR ANY CHANGE AND ITS UP KEEP.**

Approved \_\_\_\_\_ Denied \_\_\_\_\_

TLGC Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Inspection of Sound Barrier/Flooring/Waterproofing when applicable**

TLGC Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Reasons for Denial and/or Additional Suggestions or Directions**

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

**TURTLE LAKE UNIT ALTERATION INFORMATION**

Approval of alteration is not to be construed as permission to by-pass need for any County Code permit requirements. A building permit from Collier County Building Department is needed on most property alterations and/or improvements. Please contact the Collier County Building Department for specific requirements. The Association has compiled for your convenience only a Unit Alteration packet, which may not be relied on as containing the sole governmental/legal requirements.

The Unit Owner warrants that he is making no structural alterations or structural additions to the unit, the common elements or limited common elements. The Unit Owner understands and agrees that he is responsible for and agrees to indemnify the Association from any and all damages to another unit, the common elements or the condominium property caused in any way by the Unit Owner, the contractor, subcontractor or employee, regardless of cause.

With respect to this application, the Unit Owner, his successors, heirs and assigns, hereby agrees to assume sole responsibility for the repair, maintenance or replacement of any such alteration or addition. It is understood and agreed that the Association is not required to take any action to repair, replace or maintain any such approved change, alteration or addition, or any damage resulting therefrom to the existing unit, common elements or any other unit. The Unit Owner understands and agrees that the failure to abide by the terms and conditions of approval or the requirements of the Association governing documents may result in the Association withdrawing its approval, at which time the Unit Owner will be responsible to ensure that all areas are returned to their pre-construction condition.

The Owner agrees and accepts responsibility for the removal of debris from repair work and/or replaced appliances/furniture/fixtures.

**IT IS SUGGESTED THAT YOU RECEIVE AN APPROVED UNIT ALTERATION APPLICATION BEFORE YOU PURCHASE ANY MATERIALS OR SIGN A CONTRACT**

This form is intended to provide guidance and instructions to unit owners who are considering altering or renovating their unit.

**1. FIRST AND FOREMOST:**

Owners must obtain written approval from the Property Manager BEFORE performing ANY non-emergency maintenance, repairs or replacements that may require ANY change to the physical appearance of the condominium unit.

This includes, but is not limited to, modifications to interior floors, walls, cabinets, appliances, repairs or relocation of any plumbing or electrical fixtures and the use of any heavy or noisy tools or equipment. This is necessary to ensure the safety and security of all TLGC residence and their property.

Therefore, we highly encourage obtaining an approved Unit Alteration form BEFORE you sign any contracts with contractors or purchase any project materials.

**2. SECURING AND COMPLETING THE ALTERATION FORM:**

Alteration forms can easily be obtained at the TLGC office or from the TLGC website. Fill out the form completely with the owner's signature.

Attach all copies of supporting documents, including but not limited to, contractor's name, license and insurance certificates (i.e., auto, liability, Workman's Compensation and Collier County building permits) and **include a one (1) inch sample of the underlayment and product specification sheets for any Flooring Project.**

When your application is completed, present it to the TLGC office for approvals.

You will be given a copy of the application when approved, and place it face out in your kitchen window **BEFORE** any work begins.

**3. UNIT ALTERATION GUIDELINES:**

**a) FLOORING (INTERIOR)**

Any type of flooring to be installed inside of condo (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> floor) is allowed with the required underlayment.

**UNDERLAYMENT REQUIREMENTS:**

- All flooring must have a soundproofing underlayment membrane such as PROFLEX MSC 90. This product is a water and sound proofing product with a Sound Transmission Class (STC) rating of 72. Any other brand-named product is fine if it has an STC rating of 72 or greater. See PROFLEX MSC 90 specification sheet on our website under “Forms & Application Packets”, “Owner Forms”.
- If interior flooring (carpet/tile/planking is being installed on bare concrete, a waterproofing and/or crack prevention membrane must be used such as RedGard or DryLock Extreme - see more information under b) and c) below.
- A sample of the underlay must accompany your completed Unit Alteration form for approval along with the underlayment data sheets.
- In-progress work must be inspected **BEFORE** flooring is placed to assure compliance.

**b) FLOORING (EXTERIOR, LANAI CONCRETE UNDER TILE)**

The approved product for this application is a waterproofing and crack prevention membrane. The product is called RedGard. The information flyer for this product is on our website under “Forms & Application Packets”, “Owner Forms”. It is recommended that this barrier should be applied to the lanai floor and up the wall 4” to ensure that the seam between the floor and the wall is covered.

**c) FLOORING (EXTERIOR, LANAI CONCRETE UNDER RUG OR JUST PAINTED)**

The approved product for this application is a Concrete & Masonry water proofer. The product is called DRYLOK Extreme. The information flyer for this product is on our website under “Forms & Application Packets”, “Owner Forms”. It is recommended that this barrier should be for the lanai floor and up the wall 4” to ensure that the seam between the floor and the wall is covered.

**d) WINDOWS:**

Replacement of unit windows must be done using an Alteration Form. Specifications are available on our website under “Forms & Application Packets”, “Owner Forms”.

**e) HURRICANE SHUTTERS** – see specifications sheet on our website under “Forms & Application Packets”, “Owner Forms”.

**f) BUILDING MATERIALS:**

- Cannot be placed in the dumpsters, the trash chute or re-cycle stations.
- Must be removed from the property by the owner or workers.

**g) ALL WORK:**

- Must be performed in the unit and not in common areas.
- If additional outdoor space is required, it must be coordinated through the office.
- Must be performed between the hours of 8:00 a.m. and 5:00 p.m. Monday through Saturday. No work is permitted on Sundays, holidays or holiday weekend.
- All walkways are to be cleared of tools, equipment and materials at all times.

**h) CLEANING AND DEBRIS:**

- Foot tracks must be cleaned from the walks, elevators and stairs DAILY.
- All debris must be removed from the walks, elevators and stairs DAILY.

**i) PROJECT COMPLETION:**

- When job is completed, the owner must provide the office with:
  - The Alteration Form from the kitchen window.
  - Copies of the Building Permit with Inspector's approval signature and the COA.

**j) BREAKER PANEL REPLACEMENTS cannot exceed 100 amps.****ABSOLUTELY MANDATORY:**

- Per Turtle Lake covenants, the Board has approval right for any contractor on Turtle Lake property.
- Only completed Alteration Forms will be accepted for processing.
- Contractors' or installers' insurance certificates must accompany the Alteration Form and must identify the building/unit.
- No work begins in a unit without an Alteration Form approved by the office.