

**KOKO ISLE**  
**PROJECT REQUEST FORM**

**PART  
I**

Date: \_\_\_\_\_ From: \_\_\_\_\_ Unit #: \_\_\_\_\_

Owner \_\_\_\_\_ Tenant \_\_\_\_\_ Phone (home): \_\_\_\_\_ Bus. \_\_\_\_\_

Brief description of work (Attach additional information if needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of proposed project: Interior \_\_\_\_\_ Exterior \_\_\_\_\_ Both \_\_\_\_\_

Type of work: New \_\_\_\_\_ Alteration \_\_\_\_\_ Maintenance \_\_\_\_\_ Other \_\_\_\_\_

Best time for Resident Manager or Building Committee Rep to review the proposed project with you: AM \_\_\_\_\_ PM \_\_\_\_\_

Weekdays \_\_\_\_\_ Weekends \_\_\_\_\_ Other \_\_\_\_\_

Estimated start date: \_\_\_\_\_ Estimated Completion date: \_\_\_\_\_

Are plans and/or drawings being submitted with this request: Yes \_\_\_\_\_ No \_\_\_\_\_

Will any of the planned modifications include changes to existing:

- Plumbing: Yes \_\_\_\_\_ No \_\_\_\_\_
- Electrical: Yes \_\_\_\_\_ No \_\_\_\_\_
- Structural: Yes \_\_\_\_\_ No \_\_\_\_\_ (Floors, ceilings, walls)

If any of the above questions are answered "Yes", you may be required to submit permits, plans, and specifications prepared by a registered architect (or professional engineer if permitted by the Board) showing the details of the proposed work, You may also be required to submit the name of the licensed contractor(s) who you intend to employ for the work and such other information as may be required by the Board. Even if you answer "no" to each of the questions above, the Board may require plans and specifications and other information from you before deciding upon your application

Name(s) of owner's representatives/contractors:

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

***I UNDERSTAND AND CERTIFY THAT NO WORK IS TO COMMENCE UNTIL I RECEIVE WRITTEN APPROVAL FROM AN ASSOCIATION REPRESENTATIVE***

Owner's Signature \_\_\_\_\_

(Please complete above section only and return to the Resident Manager for processing.)

(Please see page 2)

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**PART II** Date received by RM \_\_\_\_\_ Date Initial Visit by Resident Manager \_\_\_\_\_  
Approval Authority as determined from Resident manager’s inspection:  
Resident Mgr \_\_\_\_\_ Building Committee \_\_\_\_\_ Board of Directors \_\_\_\_\_  
Source document : (HR \_\_\_\_\_ By Laws \_\_\_\_\_ Declarations \_\_\_\_\_)Pge/Par \_\_\_\_\_  
Date to Building Committee: \_\_\_\_\_ Comments : \_\_\_\_\_

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**PART III** To: Owner, Unit # \_\_\_\_\_ From: Resident Manager Date: \_\_\_\_\_  
Info : Building Committee

**Your Project Request :**

( ) Has been referred to the Building Committee for further processing. You will be contacted shortly. **YOU MAY NOT COMMENCE WORK UNTIL YOU RECEIVE WRITTEN AUTHORIZATION.**

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**PART IV** To: Owner, Unit # \_\_\_\_\_ From : Building Committee Date: \_\_\_\_\_  
Info: Resident Manager  
On \_\_\_\_\_, I met with \_\_\_\_\_ to review the work outlined in Part I.

Common Elements affected: Yes \_\_\_\_\_ No \_\_\_\_\_

Limited Common Elements affected: Yes \_\_\_\_\_ No \_\_\_\_\_

Privacy area affected: Yes \_\_\_\_\_ No \_\_\_\_\_

Building Permit required: Yes \_\_\_\_\_ No \_\_\_\_\_

To be determined : \_\_\_\_\_

**Findings: The Project Request is:**

( ) approved. You may commence work per Koko Isle guidelines, if any.  
( ) can not be processed further. Resubmit Project Request Form together with the following information: \_\_\_\_\_  
\_\_\_\_\_

( ) deferred for Board of Director’s approval. See attached Check List.

( ) not approved. Project constitutes a “material change” and must be approved by \_\_\_\_\_ % of the owners.

( ) Other. \_\_\_\_\_  
\_\_\_\_\_

**Signature :** \_\_\_\_\_ **Position :** \_\_\_\_\_ **Date :** \_\_\_\_\_