



Long Reef Condominium Homeowners Association  
3016 Estate Orange Grove  
Christiansted, VI 00820  
(340) 718-2002  
longreefcondos@gmail.com

## Request for Approval of Renovations

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Unit # \_\_\_\_\_

**Please provide below a description of work to be approved:**

(i.e. any work done to walls including removal or alteration, electrical upgrades, plumbing modifications, split air conditioners, etc.)

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**The following contractors have been hired to perform the work:**

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The work is scheduled to begin on \_\_\_\_\_, with expected completion by \_\_\_\_\_.

I certify that:

- I must contact the office before drilling into walls in the kitchen or bathroom areas, since there may be electrical and plumbing lines in the walls.
- I must contact the office to inform them when noisy construction will be done so as to alert the neighbors.
- All workers have been informed that work is allowed only between the hours of 8:00am and 5:00pm on weekdays and 10:00am through 5:00pm on Saturdays. No work shall be performed on Holidays and Sundays.
- Any and all plumbing and electrical work must be done by a licensed individual. Evidence of licensing must be produced before any work can commence.
- I am aware that the work is subject to periodic inspection by the manager.
- I understand I am responsible for any damage caused either directly or incidentally to this work, to other units, personal property, the building or any common areas.
- Contractors are responsible for removing all debris (**not in our dumpster**)

**Manager's Notes:**

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\_\_\_\_\_  
Owner's Signature/Date

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Manager's Signature/Date