

Coakley Bay Association
Request for Approval of Improvements

Name: _____ Unit Number: _____

Date: _____ Time: _____

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

(i.e. electrical upgrades to living room, plumbing hookups for washer dryer, new floor tile, split air conditioning in bedroom, etc.)

The following contractors have been hired to perform the work:

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

Does this work involve a dumpster or staging of materials on the common areas? YES NO

If so, where? _____

Does this work involve any alteration to the outside of the building and if so what?

I certify that:

- All workers have been informed that work is allowed only between the hours of 8:00 AM and 5:00 PM, Monday through Friday. No work shall be performed on holidays.
- I am aware that the work is subject to periodic inspection by the General Manager.
- I understand I am responsible for any damage caused either directly or incidental to this work, to other units, personal property, the building or any other common area.

Owner's Signature

General Manager's Signature

Date

Date of Approval

If necessary, this request was reviewed and was ***approved / disapproved*** by the board of directors at their meeting held on _____.

Coakley Bay Association
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