

## Important Information for St. Raphaél Owners and Guests

As you are making arrangements to get your unit ready for move-in, we thought it would be a good time to pass on some information that we believe will be helpful to you.

Therefore, please make a note of the following information and policies:

- **Keys, FOB's and Vehicle Gate Access Stickers** – These may be obtained at the Building Manager's office on the lobby level.
- **Gate/Garage Door Openers** – These may be obtained at the Front Lobby Desk.
- **Vehicles Left in Garage** – If you leave your car(s) in the garage while you are away for an extended period of time, please leave keys in your unit or in the Building Manager's office so that it can be moved in an emergency.
- **Decorators and Other Contractors** – If you wish for anyone to access your unit, you will need to complete an Owner Information Form. **Additionally, all decorators and contractors must provide management with a certificate of insurance and a copy of their Florida business license prior to performing any work in the building. An Application for Approval for Installation of Additional Structures and Other Unit Work should also be submitted** - Please have these contractors contact us at (239) 593-9611, and unit work form can be obtained from the Building Manager's office.
- **Building Hours** – Decorators and contractors may only access the building Monday – Friday from 8:00 a.m. to 4:30 p.m. No weekend work is permitted.
- **Packages** – If you are shipping anything to the building and want us to place it in your unit, please complete the **“Hold Harmless Agreement and Release”** form, which can be obtained in the office.
- **Furniture Deliveries** – **Deliveries are only permitted Monday – Friday from 8:30 a.m. to 4:30 p.m.** Please be sure to call (239) 593-9611 to schedule this delivery. **No weekend furniture deliveries are permitted.**

As always, if there is anything we can do for you, please feel free to contact **Cindy Gray, Terri Mentos or Madlyn Ciccantelli** at **(239) 593-9611**.

“Welcome to St. Raphaél”

**CLUB RAPHAEL CONDOMINIUM ASSOCIATION, INC.**

**APPLICATION FOR APPROVAL  
INSTALLATION OF ADDITIONAL STRUCTURES**

From: \_\_\_\_\_ Unit No.: \_\_\_\_\_  
Unit Owner

Type of installation (check applicable box): Storm Shutters \_\_\_\_\_  
Screen enclosure \_\_\_\_\_  
Interior work \_\_\_\_\_  
Major unit renovation \_\_\_\_\_

***Plans and schedules must be submitted with this application***

Instructions:

This application must be submitted to the Building Manager before entering into any contract with the installer, and must be supported with full documentation. Approval or denial will be issued within 14 days for standard installations. If Board review is deemed necessary, action will be taken within 7 days following the next scheduled Board meeting.

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I (we) hereby request permission to install and maintain structures and equipment checked above in accordance with procedures promulgated by the Board of Directors in their current resolution on this subject. I (we) understand and agree to abide by the attached "Terms and Conditions for Installation and Maintenance" and applicable Installation Guidelines. All required documentation for this installation is enclosed and is made a part of this application.

Unit Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Unit Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

THIS APPLICATION IS: APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

CLUB RAPHAEL CONDOMINIUM ASSOCIATION INC.

BY \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_