

**FAIRWAYS II AT MARCO SHORES CONDOMINIUM ASSOCIATION, INC.**

**ALTERATION OF UNITS, LIMITED COMMON ELEMENTS OR COMMON ELEMENTS BY UNIT OWNERS**

This form is to be completed by the owner or contractor for interior changes, alterations, or construction on any owner's unit, as well as changing any glass, screen, curtain, blind, shutter, awning, or other modifications, additions or installations which may be visible from outside the unit, are subject to regulation by the Board of Directors. Also, included is painting of the lanai as it is a limited common element and also subject to regulation by the Board of Directors. The documents for Fairways II state that the approval by the Board of Directors must be obtained before any work can begin.

**LOCATION OF PROPOSED ALTERATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**TYPE OF PROPOSED ALTERATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Commencement Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**TO ACCOMPANY THIS FORM:**

- Specifications on sound proofing for floor replacement from the manufacturer or contractor that supports the governing document requirements (see attached).

Please contact the management company with any questions regarding your alteration or change.

**Spinnaker Cay Management  
P.O. Box 2397  
Marco Island, FL 34146  
Office (239) 642-8872**

**BOARD OF DIRECTORS ACTION:** Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

President/Vice President \_\_\_\_\_ Date \_\_\_\_\_

**You will be notified in writing of the Board's action. Thank you for your cooperation.**