



## VMA PROJECT PROPOSAL & RENNOVATION PLAN

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

### PROJECT DESCRIPTION:

The VILLA MADRID APARTMENT # \_\_\_\_ RENOVATION PLAN is a project for Stock Share Apartment(s) \_\_\_\_ of Villa Madrid Apartments, Inc. The project will include the completion of a renovation of  every room,  a few rooms in Apartment(s) \_\_\_\_ as listed in the scope below. The plan will provide Villa Madrid Apt. \_\_\_\_ with an up-to-date, beautified dwelling in which to live and added value to Villa Madrid as a whole by having another apartment brought up to date on the inside, and what is visible from the outside.

### NEED:

I am seeking for the Board of Directors to approve my proposed upgrades to Apartment \_\_\_\_ so that it will be a beautified and modern functioning living dwelling.

### PROJECT PLAN OBJECTIVES:

In order for the Board & Management to provide proper assistance/guidance as necessary and appropriate in order to adhere to best practices at Villa Madrid, please check the box "Yes" or "No" if you are having any work done to the following items in the scope checklist below prior to work below:

- **SCOPE:**

- PGT Hurricane Windows:  Yes  No
  - (like everyone else and will mirror apartment \_\_\_\_)
  - For  every window  listed windows in apartment(s) \_\_\_\_
    - listed windows: \_\_\_\_\_
  - Must submit sketch mock-up of style of windows to be installed with this form prior to ordering for approval.
- Hurricane Front door(s):  Yes  No
  - (like everyone else and will mirror apartment \_\_\_\_)
  - Options of lower screen window exist for approx. double the door cost
- Ductless Mini Split Air Conditioners:  Yes  No
  - (like everyone else and will mirror apartment \_\_\_\_)
  - One Outdoor Unit  Two Outdoor Units  Soffit Required?



- Electrical System:  Yes  No
  - Upgrade electrical circuit breaker panel to new standard sized main breaker:  Yes  No
  - Lighting for the kitchen including dropping the ceiling ~4" to accommodate new electrical, lighting under cabinets:  Yes  No
  - Other: \_\_\_\_\_
  
- Plumbing System:  Yes  No
  - Replacing/relocating of the plumbing from sink in kitchen  Yes  No
  - Run plumbing lines to accommodate tank-less water heater  Yes  No
  - Replacing/relocating of the plumbing from sink in bathroom  Yes  No
  - Other: \_\_\_\_\_
  
- Large Furniture/Appliances:
  - Bedroom(s):  
\_\_\_\_\_
  
  - Bathroom(s):  
\_\_\_\_\_
  
  - Living Room(s):  
\_\_\_\_\_
  
  - Kitchen:
    - Refrigerator  Yes  No
    - Microwave Oven  Yes  No
    - Stove/Oven  Yes  No
    - Dishwasher  Yes  No
    - Garbage Disposal  Yes  No
    - Washer/Dryer  Yes  No
  
- Kitchen:
  - Firecode drywall and insulation behind kitchen cabinets wall that divides the two units  Yes  No
  - Cabinets:  Yes  No  
 Wood       Laminate       Composite
  - Countertops:  Yes  No  
 Granite       Marble       Onyx       Other: \_\_\_\_\_



- Electric Water Heater:  Yes  No
    - Tank-less electrical requirements:  30  40  50 A Circuit Breaker
  - Sink:  Yes  No
    - Composite  Stainless Steel: \_\_\_ gauge
  - Non-structural wall removed between living room and kitchen  Yes  No
    - (like others)
  - Drop Ceiling ~4 inches to accommodate kitchen lighting  Yes  No
- Flooring:
- Bedroom(s)  Yes  No
    - Vinyl  Carpet  Tile: Bottom units only (acoustic issues with neighbors)
  - Bathroom(s)  Yes  No
    - Vinyl  Carpet  Tile
  - Hallway  Yes  No
    - Vinyl  Carpet  Tile
  - Kitchen  Yes  No
    - Vinyl  Carpet  Tile: Bottom units only (acoustic issues with neighbors)
  - Living Room(s)  Yes  No
    - Vinyl  Carpet  Tile: Bottom units only (acoustic issues with neighbors)
- Bathroom:
- Remove Bathroom Heater  Yes  No
  - Exhaust Fan/Window Exhaust  Yes  No
  - Replacement of Bath Tub  Yes  No
  - Convert to Shower?  Yes  No
  - Vanity  Yes  No
  - Sink  Yes  No
    - Composite  Stainless Steel: \_\_\_ gauge
  - Mirror  Yes  No
  - Medicine Cabinet  Yes  No
  - Other: \_\_\_\_\_
- **CLEAN-UP & WASTE MATERIALS:**
- Trash is collected on Tuesdays & Fridays (before 8 AM)
  - Recycling is collected Mondays & Thursdays
  - Contractors and residents doing construction shall utilize remaining space in the garbage and recycling carts the morning of collection days. Be courteous to the other residents and throw out your construction waste just before collection.



- If additional space is required/ the contractor sees it beneficial to utilizing the parking spot of the apartment getting work, then the contractor/resident shall detail the size of the dumpster required and the amount of time it will be on property. All precautions to preserve the driveway shall be taken by the resident/contractor at the resident's expense including but not limited to: laying plywood down between the bottom of the dumpster and the pavement, repairing/resealing any and all dents, dings, scuffs, etc. to pavement, parking blocks and line paint.

- **COST MAGNITUDE:**

- ~\$\_\_\_\_\_.00

- **QUALITY:**

- All areas included under the scope of this proposal shall conform to all building code standards including all applicable Mechanical, Electrical, and Plumbing (MEP) standards, and rules/requirements of the Villa Madrid Owners Manual.
- List names of all contacts w/ emergency phone numbers and their level of involvement (how often onsite, needs a key to the property, etc.):
  - Project manager(s)

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- General Contractor(s)

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- Sub-Contractor(s)

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-----Board Use Only-----

Approval Date \_\_\_\_\_

Board Member 1 Present \_\_\_\_\_

Board Member 2 Present \_\_\_\_\_

Board Member 3 Present \_\_\_\_\_