

POINTE TOWERS CONDOMINIUM ASSOCIATION REPAIRS & RENOVATIONS CHECKLIST, as of 8/25/25

All renovations contemplated within a unit must be presented, via this Checklist, to the Board of Directors, or its designee, before the start of the work.

Unit # _____ Unit Owner: _____ Phone: _____

Date of this Checklist: _____ Est. Start Date: _____ Est. Completion Date: _____

Contractor Name: _____ Phone: _____

Contractor's Company Name: _____

- ☐ Attach a description of the work.
- ☐ If a permit is required from the City of St. Pete Beach, please attach a copy.
- ☐ Attach copy of insurance.
- ☐ Attach copy of license.
- ☐ Attach copy of contractor's registration with PCCLB.
- ☐ Work permitted, Monday-Saturday, 8:00 am – 6:00 pm.

IMPORTANT

- ☐ Adherence to Declarations of Pointe Towers Condominium required.
- ☐ Adherence to *Pointe Towers House Rules ... Neighborly Reminders ... Care Instructions* required.
- ☐ No load bearing walls may be modified in any way.
- ☐ "Owner's responsibilities to maintain, repair, and replace" per Engineer-sealed documents, dated 11/15/18 and 12/08/20 (posted on the Association's portal), re: exclusively used systems behind the walls, i.e., plumbing. Owner repairing/renovating responsible to work with owners above/below their unit.)
- ☐ Owner will be responsible for any damage to the cathodic protection system. Review House Rules.
- ☐ Owner will be responsible for any damage to electric, freon lines, plumbing, etc. of other units and/or common lines, etc. that run through the unit under repair/renovation.
- ☐ Owner will be responsible for any damage caused, including but not limited to, any other units, their personal property, common areas and/or the property of the Association, etc.
- ☐ Must meet all Code requirements to ensure the safety of life and property, i.e., smoke detectors, fire-rated doors, etc.

- ☐ Care of the Association's property:
 - Caution signs
 - Clean up - daily and as needed.
 - Dumpster
 - Noise
 - Parking
 - Work in common areas

- ☐ Inspection (pictures recommended)
pre-Repairs/Renovations:

☐ Electrical Room
☐ Elevator
☐ Floors
☐ Grounds
☐ Landings
☐ Roof
☐ Stairwells
☐ Walls

after Repairs/Renovations:

☐ Electricals Room
☐ Elevator
☐ Floors
☐ Grounds
☐ Landings
☐ Roof
☐ Stairwells
☐ Walls

- ☐ Must observe parking assignments. One dumpster may be placed on site in a Reserved Space on the same north or south end as the unit under repairs/renovations. The dumpster must be removed in advance of any approaching storms.
- ☐ Elevator pads must be used, and protective flooring installed. Special care needs to be taken to not damage the ceiling and the stainless-steel frame at each elevator door landing. Avoid any construction material (including liquids) accumulated in the elevator tracks to not damage the shafts and hoists. Please do not use any cleaners on the stainless steel or laminate; we will leave cleaning of those areas to the professionals.
- ☐ Do not hang or tie items to or over the railings or lean materials or furniture against the railings.
- ☐ No type of metal should be in contact with the balcony floor, including work benches, etc. to not damage the cathodic protection.
- ☐ Do NOT flush or put down any drains materials, paints, oils or personal products.
- ☐ Clean off area for clear and white materials only, is located at the northeast corner (only) of the building in white stones near the transformer area.
- ☐ If necessary, clean common area floors, this includes the walls, breezeway and elevator floor, landings and carport areas, etc.
- ☐ All doors and gates must be closed and secured when leaving.

All materials should be provided to
Ameri-Tech Community Management
Corporate Office Location
 24701 US Highway 19 North Suite 102
 Clearwater, FL 33763

or downloaded at www.pointetowers.com on the Contact tab.