

ARCHITECTURAL MODIFICATION APPLICATION

Name of the Owner (s) Unit Number Anticipated Start Date

Date Application Received (MGMT ONLY):

Approval is hereby requested to make the following modification(s), alterations, and/or additions as described below:

- Addition
• Doors
• Flooring (MGMT inspects Soundproofing)
• Hurricane Shutters
• Windows
• Window screens
• Satellite Dish
• Bathrooms
• Plumbing/Electric
• Air-Condition Unit
• If other:

Description of Request:

In order to process this application, the following applicable information/documents must be provided:

- Scope of work & plans (include drawings with specifications)
• Sound proofing material specs (Should be installed using Protector Whisper Mat CS)
• Valid Construction GC license & Color Copy of Current Driver License for ALL workers
• Liability & Workers Compensation Insurance listing association as additional insured and loss payee
• \$1,000 Construction Deposit (REFUNDABLE)
• TO BEGIN WORK: City permits for all work
• FOR DEPOSIT REFUND: Certificate of Completion

Owner Signature Date

(BOARD OF DIRECTORS USE ONLY)

Date application received: Date of Approval/Disapproval

APPROVAL CONDITIONAL APPROVAL DENIED

Conditions:

Board Member Signature Board Member Printed Name

Architectural Modification Approval Process

Owners wishing to make improvements or renovations to their units are required to do the following:

- All work must be approved by the Condominium Association.
• A completed application must be submitted to Management with all the required documentation.
• Contractors must submit a current copy of their liability insurance, including workers compensation and a valid Contractor/GC license.

Please provide the association with the certificate of liability insurance and workers compensation insurance. Both certificates must include the association as the additional insured and loss payee.

Access to the building by contractors, moving companies, and service or trades persons is first obtained by scheduling their arrival with management and providing proof of liability insurance naming the association as "Additional Insured and Loss Payee" in the amount of One Million Dollars (\$1,000,000.00) and Workers Compensation Insurance. Access will not be granted prior to management receiving and reviewing both certificates.

The Certificate of Insurance expiration date must not be Less than 6 months.
The Certificate of Insurance Clause must state the following:

Ocean Reserve Condominium Association, Inc.
19370 Collins Avenue
Sunny Isles Beach, FL 33160

Contractor Contact Information

Company:
General Contractor:
Phone #:

LIST OF EMPLOYEES AUTHORIZED TO WORK IN UNIT

[Blank lines for listing employees]

Rules and Regulations for Architectural Modifications

- A \$1000.00 (refundable) Security deposit must be given to the Condominium Association (Money Order ONLY). The deposit will be refunded to you upon completion of the work, satisfactory inspection of the surrounding areas, and final inspection and receipt of the City of Sunny Isles Building Department Certificate of Completion. Please be aware that check refund may take up to 30 days.
• A letter of Approval will be given to you once all the required documents and fees have been collected. This must be delivered to the City of Sunny Isles Beach for a work permit to be issued.
• Copies of all permits must be brought to the Management Office prior to beginning the modifications.
• All owner/contractors who are found to be in non-compliance with these regulations will be fined according to the association documents and the City of Sunny Isles building inspector will be notified of all non-compliance activities. The City of Sunny Isles may also impose a fine upon your unit if modification commenced without permits.
• Owner must apply for approval
• A copy of the construction permit MUST be taped to the front of the apartment door, along with the original permit(s) being inside the unit during construction.
• A mat or plastic protective carpet cover must be laid and/or taped to the floor of the unit scheduled for construction. (This is to prevent the hallway carpeting from being damaged due to the construction.)
• The carpet in front of your unit including all areas your contractor walks must be vacuumed and left clean DAILY. There is to be no dust or footprints left on our hallways by your construction team. If the common areas are not left clean, a daily fine of \$100 will be imposed and deducted from the security deposit.
• Construction work hours are from 9:00 am - 4:00 pm Monday through Friday (No weekends or Holidays allowed)

- Construction Workers are to use the Service Elevator only. If expecting a delivery or removing supplies, materials, garbage and etc. the service elevator hours are 9 am- 12pm or 12pm-4pm. In order to use the elevator you need to reserve a time slot with the management office days in advance. Unscheduled deliveries will NOT be permitted.
- **Trash Chutes and recycling are NOT for contractor use. All trash resulting from construction must be removed from premises by the contractor.** If this is breached, the \$1,000 security deposit will be forfeited and the work in the unit will stop until a replacement security deposit is received.
- If there is any plumbing involved during Construction, contractors are NOT to shut off water in the unit without advising management office. Shutting off the water can affect the unit next to it. If the association maintenance team is dispatched to any unit due to the water being turned off, the owner will be made responsible for paying from any and all expenses incurred during regular or overtime. **As water shut off fee of \$150.00 dollars is required.**

Violation of the above process by contractor or their workmen will lead to the forfeiture of the \$1000.00 security deposit. Once forfeited the owner or contractor will have to submit another refundable money order in the amount of \$1000.00 to the Association prior to commencing the modification.

Signing below I/we acknowledge that I/we have read the Architectural Modification approval process along with the rules and regulations and agreed to abide by them.

\_\_\_\_\_  
Owner Signature & Date

\_\_\_\_\_  
Contractor Signature & Date

**RECEIPT SECURITY DEPOSIT (REFUNDABLE)**

DATE: \_\_\_\_\_

PRINT CLIENT (S) NAME: \_\_\_\_\_

PROPERTY: Ocean Reserve Condominium

PROPERTY ADDRESS: 19370 Collins Avenue, Apt \_\_\_\_\_

FEE AMOUNT: \$1000.00, (REFUNDABLE).

Money Order # \_\_\_\_\_

Any violation of the association construction rules and regulation by contractor or their workmen will lead to forfeiture of the \$1000.00 security deposit. Once forfeited, the owner or contractor will have to submit another refundable money order in the amount of \$1000.00 to the association prior to commencing the modification.

**Please note when requesting security deposits be returned check can take up to 30 days to be issued upon submittal of certificate of completion.**

By signing below, I/we acknowledge that I/we have read the Architectural Modification process along with the rules and regulations and agreed to abide by them.

\_\_\_\_\_  
OWNER SIGNATURE                      DATE

\_\_\_\_\_  
CONTRACTOR SIGNATURE              DATE

\_\_\_\_\_  
ASSOCIATION'S REPRESENTATIVE      DATE