

Huntington Lakes Section IV Association, Inc.
c/o Seacrest Services, Inc.
2101 Centrepark W Dr. #110
West Palm Beach, FL 33409
HLsection4@gmail.com

ARC - Condo Unit Alteration Notification & Approval Form

INSTRUCTIONS: In order to process this application, the following items must be submitted either by email (1 PDF file) or to the Building Captain, at least 14 business days prior to the scheduled commencement of any work:

1. This completed application.
2. Detailed description and specification of the proposed modification. (example: type, location, material, color, design, dimensions, plans, survey, pictures, and other information as may be pertinent to complete your request)
3. Copy of Proposal or Agreement made with Contractor which includes the Description of the Services being provided.
4. Copy of the Contractor's current Florida License from the Dept. of Business and Professional Regulations.
5. Copy of the Contractor's Certificate of Liability insurance naming the Association as covered insured.
6. **Copy of all permits** (if applicable).
7. A \$250 refundable damage/cleanup deposit check payable to Huntington Lakes Section IV Association prior to any work commencing. The deposit check is refundable if, after the inspection, there is no damage and no cleanup is required.
8. NOTE: when an owner is selling the unit after renovations are completed (flipping) an inspection is required by management to ensure that work done meets code regulations and wiring for fire alarm was not cut.

I. OWNER INFORMATION

From: Owner(s) Name _____ Unit # _____

Property Address _____

Phone: _____ Email: _____

I/We are hereby requesting to make the following modification, alteration of addition as described below.

II. TYPE OF ALTERATION:

Please reference the Type of Alteration list to determine whether Association approval is required. If your proposed alteration is Type A or B, proceed with completing the form. If not, approval is not required.

TYPE A – Alteration Requiring County Permit & Association Approval

Number from List	Brief Description
Other	

TYPE B – Alteration Requiring Association Approval but no County Permit

Number from List	Brief Description
Other	

III. Contract/Vendor Performing the Work:*

Company Name: _____

Contractor Name: _____ Phone #: _____

Company Address: _____

City: _____ State _____ Zip: _____

Florida License # _____ Palm Beach County Permit # _____

Liability Co., Name & Policy#

Contractor Signature: _____ Date: _____

*The contractor or person doing the work agrees to perform work in a safe and proper manner according to industry quality standards and Palm Beach County building codes. He/she agrees to hold harmless and indemnify Huntington Lakes Section IV Condominium Association and the unit owner for their costs and expenses, including legal expenses, incurred in connection with the defense of any and all causes of action, claims or proceedings that arise out of, or in connection with, his/her negligence.

IV: Insurance Coverage:

All contractors/vendors performing unit repairs, renovations and remodeling work on Huntington Lakes Section IV premises must provide evidence of the following insurance coverage:

_____ Copy of current driver's license & auto insurance coverage

_____ Certificate of current general liability insurance coverage

V. Description of Proposed Alterations:

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You are also required to attach a sketch or drawing of the proposed modification and are encouraged to submit any additional information to support the proposed alteration.

VI. Anticipated Work Start Date: _____

(Work cannot be started prior to Board Member approval whose signature confirms that the Association Office has received and reviewed the ARC Condo Alteration Notification & Approval Form, ensuring that it has been submitted with all required documentation.)

VII. Work Hours

Remodeling or repairs can only be done Monday thru Friday between the hours of 8:00 am and 6:00 pm. Work cannot be performed on Saturday or Sunday. Exceptions to this work rule include emergency repairs, extenuating circumstances with Board approval, and minor Type C alterations that do not create noise. Type A or B emergency repairs require post-alteration approvals.

By submitting this Application, we agree to the following terms and conditions as described below:

- The consent herein is hereby limited to the subject matter contained in description of the work and same may not be altered or deviated from in any respect
- Do not commence any work or modification until written approval is granted. If work begins prior to being authorized, the Owner will be held responsible.
- All installations, alterations, and modifications shall be of professional design quality and materials.
- Any approval granted herein is subject and conditioned upon obtaining the necessary approval/permits required from any City and/or County Building or Zoning Departments, as may be required in accordance with the local codes, laws and ordinances, prior to the commencement of work. It is the Owners responsibility to provide said information to the Association to validate the Architectural request.
- Access to areas of construction is to be made exclusively through the individual owner's property and/or unit entrance only.
- The owner shall be ultimately responsible for any damages incurred to common property, other property and personal injury as a result of the modification or improvement, as well as any additional maintenance cost that may be incurred, as a result of the modification, improvement, violation of the rules and regulations and/or negligence on his behalf and/or his contractors, vendors. The Association has the irrevocable right to subrogate damages, expenses and the cost of defense to the Owner.
- During construction of any approved modification or improvement, that portion of the property shall be kept clean, neat and in an orderly condition at all times. Any debris, trash or mud resulting from the construction or modification shall be promptly removed or remedied, as appropriate, from the unit and limited and/or common elements on a daily basis. No construction material is to be placed in the Association dumpsters or on the common ground.
- Abide with the Association's authorized days and approved hours for construction and modification as listed on the Rules and Regulations.
- All contractors must be properly licensed and insured for liability. Proof of such is REQUIRED prior to the commencement of the modification.

Signature of Owner(s) _____/_____

Date: _____

For Board of Directors and/or Architecture Review Board Use Only:

Date Application Received: _____ Date of Disposition: _____

Approval Granted: _____

Subject to additional terms or requirements as noted below and/or attached (_____check if applicable)

Approval Denied: _____ Explanation: _____

Member(s) or the Board of Directors and/or Architectural Review Board:

Signature_____ Print Name: _____

Date: _____

This approval will be revoked immediately if a change is made in the contractor/vendor performing the work or if there is a departure from the approved plans or specifications.

Any common Association property that is damaged or altered as a result of this alteration must be restored to its original condition at the conclusion of the work authorized by this approval. Restoration to the original (as built) condition also applies to Association performed work within the unit or patio (e.g., concrete restoration).

Type A – Alterations Requiring Permits from Palm Beach County

1. Replacing air conditioner (air handler and/or condenser. Replacing lines between air handler and condenser
1. Replacing hot water heater or installing tankless water heater. (Tankless heater requires analysis/approval of the sufficiency of the unit's electrical panel and power by a licensed electrician.
2. Replacing the unit's electrical panel or adding/relocating electrical wiring or fixtures. (No electrical or other fixtures may be installed on the exterior (Common) walls of the condo)
3. Adding or relocating plumbing lines (water, sewer or drain).
5. Replacing windows, exterior storm/front doors, interior sliding glass doors, patio rear window walls (sliding glass doors). Replacement windows and rear window walls must be high-impact-resistant glass. The materials and inspections by a Special Inspector MAY BE required to comply with the Florida Building Code, Building, Section 110.8.1 *Threshold Buildings*. **SEE BELOW** (Doors and windows must confirm to Association approved styles and colors).
6. Installing/replacing patio and window hurricane shutters. All patio shutters must be installed inside the unit's screen/frame and they must be white.
7. Adding or changing the configuration of kitchen or bath cabinets.
8. Moving, reconfiguring, or constructing interior walls.

TYPE B – Alterations Requiring Association Approval but no Permit

1. Installation/replacing condo screen doors (doors must confirm to Association approved styles)
2. Installing/replacing patio screens. (Color must be bronze/black)
3. Installing/replacing patio floor covering (must have epoxy water proofing on all floors except slab-on-grade and carpeting is not allowed.) Prior to tile installations on the lanais or other exposed surfaces, it is highly recommended that a high-quality waterproofing membrane is applied in accordance with manufacturer's recommendations and the applicable Florida Building Code. For example, Sika 200/225 polyurethane waterproofing system is a product that is often used in this application. Note, if additional tile is removed, more concrete slab is exposed. It is recommended that the slab is inspected and any deteriorated concrete and/rebar is repaired in accordance with specifications provided by the Engineer of Record and under a permit. The Engineer of Record is Hellas Engineering 2475 Mercer Ave STE 106, West Palm Beach, FL 33401 **Phone:** (561) 469-1907. These regulations are in place to protect the warranties issued by the contractor during the Milestone project.
4. Installing/replacing flooring in the unit with hard surface products – wood, tile or vinyl. (Units above the first floor must have acceptable sound-proof underlayment, and sound barriers installed prior and during floor installation.
5. Patching of drywall or making other wall repairs.
6. Repainting of walls or patio floor.
7. Changing front door locks. (Association must be provided with keys or codes) or adding anything to the front door (Per FL Statute 817.113(6), an association may not refuse the request of a unit owner for the attachment on the unit owner's door of a religious object not to exceed 3 inches wide, 6 inches high, and 1.5 inches deep.)

TYPE C – Owner Renovations Not Requiring Permits or Board Approval

1. Painting or wall-papering interior walls. Painting ceilings, interior doors, door casings, baseboard, crown/trim molding.

2. Replacing bathroom wall tiles, bathtubs, shower trim kits, water valves, shower heads, shower doors and toilets.
3. Replacing kitchen cabinet doors, bathroom vanities, countertops, sinks, and faucets with no change in cabinet configuration.
4. Replacing kitchen appliances, clothes washers and dryers and garbage disposals
5. Replacing popcorn ceilings with either flat or knock down ceilings.
6. Replacing interior doors, casing, baseboard, and window/door sills.
7. Adding crown molding, chair rails, or handrails.
8. Replacing wall switches/plugs, GFI plugs, ceiling fan, smoke alarms, A/C thermostats and circuit breakers.
9. Replacing heater element(s) in hot water heater or air conditioner.
10. Installing security systems (motion sensors, intrusion detectors, water leak sensors, alarms and cameras) and other wireless hubs and devices. Security systems must be able to be remotely monitored and deactivated.
11. Installing/replacing window coverings. (Curtains, blinds, plantation shutters and other window coverings must be white or lined or "under draped" in white.)

TYPE D – Prohibited Alterations

1. Per FL Statute 718.113(3) a unit owner shall not do anything within his or her unit or on the common elements (which includes the porch) which would adversely affect the safety or soundness of the common elements or any portion of the association property or condominium property which is to be maintained by the Association.

SECTION 110.8.1 Florida Building Code and DS2026-025 from the FL Building Commission

Section 110.8.1 of the Florida Building Code, *Building*, pertains to any project involving the modification of a Threshold Building's structural system or structural loading, whether it's new construction or work on an existing building. In short, it requires that a structural inspection plan be submitted at the time of permitting and that the corresponding inspections be performed by a Special Inspector. It also states that the purpose of the structural inspection plan is to provide specific inspection procedures and schedules so that the building can be adequately inspected for compliance with the permitted documents. The structural inspection plan is to be prepared by the engineer or architect of record and submitted to the enforcing agency prior to the issuance of a building permit.

HOWEVER: The replacement of impact-resistant and non-impact-resistant windows, doors, and louvers with equivalent products within the same rough openings, where no structural members are modified, does not constitute work that modifies the structural system or structural loading of the building.