



Sea Ranch Club “C” Condominium, Inc.

CONTRACTOR GUIDELINES, RULES, POLICIES AND PROCEDURES

Introduction

While the Board of Directors recognizes the desire of an owner to make their unit conform to their own personal requirements, the Association must balance that desire with the rights of all owners and those of the Association. The following guidelines are intended to protect the safety and comfort of all residents and to preserve and protect the common elements of the building.

Any owner (referred to herein as, and includes, ‘owner ’or ‘resident’) who desires to remodel a unit must comply with these guidelines and furnish a copy of these guidelines to any architect, designer, contractor, vendor, handyman and/or tradesperson (hereinafter referred to as “contractor”) who plans to perform any work whatsoever in the Association (referred to herein as “Association”). The Property Manager (referred to herein as ‘Manager’ or ‘Management’), when applicable, acting on behalf of the Board of Directors (referred to herein as ‘BOD’), must approve all work in advance.

The owner must permit inspection of the unit by a representative of the Management Office at any time before or during construction and upon completion.

The unit owner and contractor are both fully responsible for compliance with all Contractor Guidelines. It is the unit owner's responsibility to provide a copy of these Contractor Guidelines to every contractor, and the contractor must instruct his employees and subcontractors about these rules and guidelines and always enforce compliance with these rules. All owners, contractors and subcontractors shall fully agree to all terms and conditions herein, and sign the acknowledgement contained herein.

Prior to beginning any work, the unit owner must:

Notify Management, fill it out in its entirety, the application for construction, and provide a detailed written proposal or plan describing the scope of work to be performed, including the location and extent of any demising walls or structural elements to be removed or installed. The owner's contractor must submit a detailed construction and work schedule prior to commencement of the work. The schedule should indicate the start of construction, duration of project and anticipated construction completion date.

Please note* All work is to be completed within three (3) months. Extensions are at the sole discretion of the Manager or Board of Directors.

All construction plans must be certified by a registered architect and/or engineer (if applicable to the project), and/or a licensed contractor, and must state that all work shall be performed in accordance with the State of Florida, the City of Lauderdale by the Sea Building Codes, the Declaration of Condominium, By-laws and Rules of the Condominium Association, all applicable local ordinances, and these Contractor Guidelines.

Retain only licensed and State bonded contractors to perform the work. The Association and/or Manager must approve all contractors and project submissions.

Channeling of the ceiling or concrete floors is not permitted. Cutting of concrete for any reason is strictly prohibited. (See section detailing "Strictly Prohibited Work")

The Board of Directors and Community Association Manager reserves the right to prohibit any equipment, tool or device that may cause structural damage, intolerable noise or nuisance, either prior to or during the actual work.



Insurance

The unit owner and/or contractor shall provide Management with a Certificate of Insurance for Workers Compensation or an exemption letter, General Liability and Umbrella coverage from either a homeowner's insurance carrier if the owner is performing the work, or the contractor's insurance carrier, naming as additional insured the Condominium Association.

The insurance coverage must be current and be provided by a company licensed by the State of Florida and must provide thirty (30) days written notice of expiration or cancellation and provide a minimum amount of coverage of One Million (\$1,000,000.00) dollars.

Insurance certificates submitted by any contractor shall have proof of liability insurance in addition to workman's compensation coverage.

Insurance certificates shall name the Condominium Association as an additional insured party to the policy or the insurance certificate will be deemed insufficient.

Rules

All work performed, regardless of the scope, within any unit shall comply with the following rules, policies, and procedures, including those rules additionally mandated by the Manager/Board of Directors:

Contractor-Vendor Requirements

No vendors or contractors are authorized to access the property, including performing work in any common area, unit or building, without first notifying the management office. We must curtail the abuse by vendors in addition to verification of their license, Certificate of Insurance, Workman's Comp or Workman's Comp exemption letter. All unit owners must contact the office if they call a vendor for approval by the office.

Any work performed in units must also be approved by the office/management. The management office will immediately begin to log in/out all vendors, their names, company name, scope of work, unit worked in, license, insurance verification, etc. to keep tabs on what work is being performed, as there have been numerous vendors on-site performing various tasks without our knowledge or without having the proper insurance, licenses or permits in place.

Management must get immediate control and have knowledge of all maintenance issues both in the common areas and inside the units, being fully informed of the scope of work and verification of licenses, insurance, and workman's comp insurance before allowing any work onsite.

The contractor/vendor must check in and show their Identification at the South East Security Desk (located by the underground parking garage). No exceptions. Contractors must file a Notice of Commencement with the proper government agency, if required, prior to performing any work. **No contractor or their employees are permitted to park in the guest spots located in the garage.**

Common Area Protection

The unit owner and contractor are fully responsible for any damage to the common property elements or other association property. This policy includes any and all move-ins and move-outs.

The contractor shall provide Masonite type material, drop cloths or 'walk off' mats between the service elevator and the unit to prevent tracking dirt throughout the common areas. Plastic floor protection can be used. The doors to the unit, must remain closed while work is in progress.

The owner and/or contractor must be extremely diligent in protecting all interior and exterior building finishes. Any damage to the building or any aesthetic damages will be charged to the unit owner. A second offense will lead to immediate removal of the Contractor from the premises and a fine implemented against the unit owner.



Conduct

Contractors and their employees must be respectful of all employees, unit owners and their guests at all times. The unit owner is responsible for all actions of the unit owner's contractors, employees, agents, guests, and visitors. No loud, abusive, or offensive language or actions will be permitted. Playing of music or radios that can be heard outside of the unit is not permitted. Inappropriate attire including, but not limited to short pants, shirtless or clothing with offensive messages will not be permitted. Smoking is strictly prohibited inside the building and in all common areas.

Debris

The unit owner and/or contractor is responsible for seeing to the removal of all construction debris. No construction debris may be left in any trash rooms, elevator alcoves, or placed down the garbage chute. Disposal of construction debris is not permitted in the community dumpsters. If construction debris is found in the dumpster, the unit owner will be billed for the trash removal at a rate of not less than \$150.00 per incident. Trash removal will be billed at the actual cost if over \$150.00.

Deliveries

Deliveries are only authorized between the hours of 8:30 AM to 4:30PM, Monday through Friday. NO SATURDAY, SUNDAY OR HOLIDAY DELIVERIES ARE PERMITTED, except in an emergency and as approved by the Manager.

The owner or Security shall provide the contractor with access to the unit if the owner will not be present. If the contractor signs out a unit key, the contractor must leave their driver's license with the security desk. The contractor shall not be given the owner's key FOB by the owner, as the security personnel will not have a record of who is working or present in the building.

When the contractor arrives, the South East Security Desk personnel will sign the contractor in and out, and then permit access to the building via the service elevator. The Association will not make deliveries to the unit and will not supervise workers in the absence of the owner.

Contractors and vendors must sign in and out each day in the logbook located at the South East Security Desk.

Scheduling deliveries of contractor large equipment or large quantities of material must be coordinated with the South East Security Desk or the office at a minimum of 48 hours in advance of delivery. **Please note: All delivery of construction items, can only be between the hours of 8:30AM to 4:30PM Monday thru Friday.**

All contractor personnel, equipment, material and debris must be transported via the appropriately designated service elevator only (See the Manager for the assignment of the appropriate elevator).

Arrangements for the delivery of oversized materials must be made through the contractor at the unit owner's expense. The elevator(s) has a LIMITED opening; door width 38", depth 55" and height 77" by 102" high inside, weight capacity 2,500 lbs. The loading area located at the front of the building, adjacent to the parking lot is limited to loading and unloading by residents only. Loading and/or unloading by contractors in this area is prohibited unless previously authorized by Management.

Parking or blocking vehicle movement when unloading is prohibited. Materials may not be stored in the loading areas, the service areas, catwalks, or any common element.

Move-In/Move-Out Policy

Move in/out hours are Monday through Friday, 8:30AM to 4:30PM. Saturday, Sunday and Holidays are not permitted. All owners must contact the management office to schedule their move at least 7 days in advance of your planned moving date.

A refundable deposit in the amount of Five Hundred dollars (\$500.00) in the form of a check, money order or cashier's check made out to the Association must be submitted with this application. The deposit will be refunded to you PROVIDED there has been no damage to any areas of the building.



Movers and/or delivery companies must provide proof of Liability Insurance as stated in the Contractor's Requirement. No items may be stored or left in common areas. The moving/delivery company MUST remove all cartons, crates and packing material from the property. Do not dispose of cardboard or large trash bags down the trash chute. All cardboard must be broken down and placed in the recyclable container located in the Trash Rooms.

No overnight storage is permitted in the loading zone area, building catwalks or other common areas. Movers are required to place a floor protector on the floors of all common areas where materials will be transported through including the catwalk and elevators to prevent scratches or scuffs. Nothing should be placed against the walls of the building.

The Board of Directors or Management may impose additional requirements or instructions from time to time to enhance the safe operation of the building and the safety and convenience of owners and residents.

Electrical

When electrical service upgrades are planned, the unit owner must obtain approval by a licensed electrical contractor/engineer of the load data sheets and panel schedules. All wiring must be copper (or aluminum only if the existing wiring is aluminum). Aluminum feeders or connectors are not permitted unless specifically approved by the engineer and the electrical inspector. All electrical wiring must meet current electrical code and be inspected by the City of Lauderdale by the Sea.

Construction Deposit

A refundable deposit of five-hundred dollars (\$500.00) is required for any construction work performed must submitted in the form of either cash from the contractor, or check from an owner is required. Full refunds will be provided, only if there is no damage to the common areas.

Any administrative, legal, or engineering fees incurred by the Association as a result of the unit owner's remodeling project shall be charged to, and immediately reimbursed by the unit owner.

Flammable Materials

Volatile or flammable materials must be enclosed in an unbreakable and safe container. Welding or cutting torches are not permitted. All contractors, residents and other parties on the premises are not permitted to smoke during the use of any flammable material. Any hazardous materials and flammable materials must be removed from the unit premises each day.

Hours

All work shall be performed between the hours of 8:30 AM through 4:30PM Monday through Friday, and no contractors or work is allowed on Saturdays, Sundays or holidays, no exceptions. No work may be performed before or after the above stated hours, or on Saturdays, Sundays, or holidays.

In an emergency only, and only upon Management approval, Management has the discretion to allow work to be performed outside of the above stated days and times as deemed necessary. Emergencies shall only consist of active leaks or HVAC failures.

Inspection

Management reserves the right to inspect all move-ins, move-outs, projects, contractor/vendor, and remodeling work at any time, and to stop the move-in/out or the work if it is not in compliance with the rules stated herein, or within the project scope that was approved within these Guidelines. If unapproved work is performed, the unit owner must immediately restore the unauthorized work to its original condition at the owner's expense.



Liens

The contractor or sub-contractor, vendors, etc., shall have no authority to place a lien upon the Condominium Association or any interest therein unless provided for by law. Florida's Condominium Act specifically states that labor on or materials furnished to a unit shall not be the basis for the filing of a construction lien against a unit or condominium parcel unless the unit owner specifically consented to or requested the labor or materials. However, labor performed on or materials provided to the common elements can be the subject of a construction lien only if authorized by the Condominium Association.

The Association has the right to file a claim of lien against a unit owner, contractor, vendor or otherwise, as necessary, and as required by law. The Association recommends that owners record a Notice of Commencement and obtain copies of final release or satisfaction of lien(s) before making final payment to contractors, and to otherwise comply with the construction lien law(s) of Florida, in consultation with the owner's attorney.

Miscellaneous

Common elements shall be protected at ALL times during move-ins, move-outs and/or construction. Hallway and/or common area floor and/or wall protection must be placed each day and removed at the end of the day.

All tools, materials and equipment must remain within the unit or removed from the premises daily and may not be stored in any of the common areas.

Employees of the Condominium Association may not loan out any tools or equipment, nor are Employees of the Condominium Association allowed to assist in any work performed inside the unit (This may be waived in an emergency at the discretion of the Manager).

Contractors are not permitted to smoke in the building or common areas, including, but not limited to the lobby, hallways, stairwells, pool area, etc.

There shall be no modifications or intrusions of the fire regulated doors, fire 'stops' or walls between units.

Absolutely no drilling, nailing, or screwing is permitted in the concrete ceilings and floors to prevent interference with embedded structural rebar.

The owner and contractor confirm their knowledge that the building is rebar and that all due diligence measures to verify that all penetrating connectors and fasteners do not interfere with reinforcing steel, piping, conduit, or other service items embedded in concrete elements of the building structure.

To minimize the transmission of sound between adjacent units, appropriate sound deadening material must be used in the walls and under the flooring. Wood floors must be installed over an approved soundproofing material of a minimum STC-IIC rating of 72 decibels. Marble, stone and ceramic tile must be installed over an approved soundproofing material of STC-IIC rating of 72 decibels, with an approved adhesive. When an ARC form is submitted, the Manager will provide a sample and/or highest available decibel rating to be used for the particular type of flooring to be installed. Management will also inspect each unit/project when flooring is installed in order to ensure full compliance. (See below list of approved underlayment):

- 1. (For tile/marble only); Whisper-Mat CS 110 Mil is approved.**
- 2. Silent Blue (preferred underlayment for the building) Pros Plus Master – For Wood Flooring only.**
- 3. Quick-Step Real Sound Advanced Underlayment – For Wood Flooring only.**
- 4. Quick-Step Uni – Sound Underlayment – For Wood Flooring only.**
- 5. Kronoswiss – Provent 3 in 1 Silent Vapor Flooring – For Wood Flooring only.**
- 6. Floor Muffler – Ultra Seal – For Wood Flooring only.**
- 7. Roberts – Quiet Cushion or Super felt Underlayment – For Wood Flooring only.**
- 8. Quiet Walk – Sound and Moisture Barrier – For Wood Flooring only.**
- 9. Mohawk – Accusound – For Wood Flooring only.**
- 10. Quiet Step – Combi Value Silent Flooring – For Wood Flooring only.**



Nuisances

Management must be notified at least 24 hours in advance of any work that could cause offensive odors, dust, fumes, or volatile nuisances; for example, surface refinishing, chemicals or solutions, paint removers, varnishes or lacquers. Anyone using these types of compounds in or around the building without the approval of the Association will be required to immediately cease work and permanently remove all those materials. The unit owner should ensure that materials used do not emit noxious, dangerous, or volatile fumes.

Unit doors facing the catwalk may not be propped open while performing any work inside the unit.

Parking

Limited contractor parking is available in the guest parking spots, located by the South East Entrance.

Permits-Insurance Requirements

Either the unit owner and/or contractor shall obtain all necessary permits and/or licenses, in addition to local business tax receipt(s), before commencing any work. All contractors must be insured, bonded, and licensed by the State of Florida and also provide proof thereof to the Manager prior to approval of any work being performed including providing a current copy of the contractor's certificate of insurance with the Association named as the additional insured, a workman's compensation insurance certificate or a workman's compensation exemption certificate.

Plumbing

Installation of new water heaters, air conditioning units, toilets and sinks, among other items, may require replacement of shut-off valves. 48 hours advance notice is required in order for Management to notify residents that the water will be turned off in the tier(s) involved except in an emergency. All plumbing work that may require the water to be turned off must be scheduled to occur at one time.

Security

Exterior building doors shall not be propped open. The contractor, employees, agents, and visitors are to restrict themselves to the unit while work is in progress and are prohibited from roaming about the building. Breaches of the Association's security policy will not be tolerated.

Smoke Detectors

When there is remodeling planned that could cause dust, the unit owner must make sure that the unit (if applicable) and foyer smoke detectors are covered to avoid triggering false alarms. The painting over of smoke detectors is strictly prohibited, and management shall inspect each unit and/or common area to ensure full compliance.

Stonework and Tile

No cutting is permitted, except within the unit or on the unit owner's balcony. No cutting in the common elements. If you are observed, the Association will issue a fine in the amount of One-hundred & Fifty dollars (\$150.00). Carpeting is not permitted on balcony floors as a matter of law. If balconies are to be tiled, care must be taken to leave all existing caulking undisturbed and all handrail stanchions remain properly waterproofed. **You must pitch the flooring away from the building.** Proper waterproofing shall be maintained so as to not allow water intrusion into the handrail stanchions. An Association representative must inspect all tiling project performed on balconies to validate that no damage was done to critical floor, wall or door caulk joints, or to ensure that the caulk joints are properly installed.

Strictly Prohibited Work

The use of air powered jackhammers or air powered chipping hammers, or concrete chipping and/or coring are permitted, however you must inform either the office, or security desk of your intent to use, twenty-four (24) hours in advance, and you can only use them for four (4) hours a day. Channeling of the ceiling or concrete floors is not permitted. Cutting of concrete is strictly prohibited.

Any combustible materials placed above a finished ceiling, or in any other concealed spaces are strictly prohibited.



Any work that will affect the appearance or use of the building, common element(s), unit or work that will diminish the strength of the structure of the building, the common elements, or any of the building's utility or life safety systems is strictly prohibited.

Utilities

Rerouting of cable TV and/or other utility lines, or utility infrastructure components that impinge on the common elements must be approved by Management in advance. The use of common area electrical outlets is prohibited while performing work inside a unit.

History of Noncompliance

The Manager and/or Board of Directors reserves the right to prohibit access to the building of any contractor, subcontractor, vendor, or other building trade that the Manager and/or Board determines has established a history of substantial work rule violations, as stated herein, or for any other reason with or without good cause.

Work Rule Violations

A 'Notice of Rule Violation' will be delivered to both the owner and contractor upon a duly noted violation. In the event of breach of the requirements to comply with this policy, the Manager will first discuss the alleged breach with the contractor or other person in charge of the project, and will also advise the unit owner or occupant of the unit by issuing a 'Notice of Rule Violation'. The violation shall be corrected immediately.

In the event of a second breach, the owner or occupant of the unit will incur a fine (\$150.00) netted against the owner's deposit and/or account. A third rule violation will result in an additional fine netted against the owner's deposit and/or account, and the project will be terminated.

In the event of a third breach, the contractor and all persons working on the job will be escorted from the Association property and denied future access to the building by the Manager and/or Board of Directors.

In the event of a third breach, a new 'Certificate of Approval' or 'Notice to Proceed' will be issued only after a meeting with the owner, contractor and Association Manager and/or Board of Directors, whereby the Manager and/or the Board of Directors, in consultation with the applicable parties, are satisfied that there will be no further violation of work rules.

All parties are aware that multiple violations will lead to both fines and work stoppage of the project, until a meeting is conducted with the Manager and/or the Association Board of Directors and he/she is convinced that no further violation(s) will occur.

While the Association Manager/Chief Engineer may inspect the work in progress from time to time, the Association is not a general contractor and has no responsibility or liability for the unit renovation or projects. It is the owner's responsibility to ascertain that all alterations or renovations are conducted and completed to the owner's satisfaction and in accordance with the state and local laws, and in accordance with Association/Manager approved plans and specifications.

The unit owner and/or contractor shall conform to all additional requirements as deemed necessary by the Manager, Chief Engineer and/or Board of Directors.

****NOTE – PLEASE READ CAREFULLY BEFORE SIGNING**:** This document is a binding Agreement between the Sea Ranch Club "C" Condominium, Inc., and the undersigned contractor and the unit owner of unit and may be modified at any time by Management and/or the Board of Directors. The undersigned contractor, owner, by his or her signature, agrees that the unit owner, contractor's company and its subcontractors and vendors fully commit to comply with the work rules described in this agreement and elsewhere. The unit owner agrees that they are fully responsible for overseeing that their contractor(s) abide by this Agreement and are also responsible for all damages that the contractor(s) cause to the common area, and responsible for payment of fines levied and costs for abuse of work rules and/or damage to common elements of the Association, including attorney fees.



Sea Ranch Club “C” Condominium, Inc.

ACKNOWLEDGEMENT

We, the undersigned, have read, understand, and agree to fully abide by all Association rules, and the Construction Rules, Policy, Terms and Conditions contained herein, the City of Lauderdale by the Sea and State of Florida appropriate ordinances, codes and any other requirements of the Board of Directors and/or Manager that may pertain to a particular project. We hereby agree that all contractors, subcontractors, vendors, entities and involved parties will follow the guidelines enumerated herein.

We further understand that this application shall provide sufficient information (design drawings, material specifications, etc.) to allow the Association Management, Building & and the Board of Directors to fully assess the intended project and its effect on the building, common areas, other units and residents.

Signature(s) below confirm that the unit owner and contractor agree to indemnify and hold the Association harmless for any damage to property or persons arising out of the work and/or any causes of action that arise from it.

Inspections or approvals by the Association do not alter, diminish or eliminate the total responsibility and obligations of the owner and the contractor for the work and any damages or liabilities arising from it.

CONTRACTOR/ COMPANY NAME:

CONTRACTOR SIGNATURE:

UNIT OWNER-TENANT NAME:

UNIT OWNER-TENANT SIGNATURE:

UNIT NUMBER: _____

MANAGER APPROVAL: _____

MANAGER DISAPPROVAL: _____

REASON(S) FOR DISAPPROVAL:



BALCONY WATERPROOFING AND TILING POLICY

(Per Florida Consulting Engineers, Inc.)

Surface Preparation

Surface must be clean, dry and sound with an open texture. Remove dust, laitance, grease, curing compounds, bond inhibiting impregnations, waxes, and any other contaminants. All projections, rough spots, etc. should be dressed off to achieve a level surface prior to application.

Concrete should be cleaned and prepared to achieve a laitance and contaminant free, open textured surface by blast cleaning or equivalent mechanical means.

Priming

For concrete decks with a maximum moisture content of 4% by weight apply Sikalastic FTP. Use a flat squeegee or roller at approximately 300 sf/gal. and work well into the substrate to ensure adequate penetration and sealing and puddles are avoided. Work primer well into the substrate to ensure adequate penetration and sealing, and puddles are avoided.

Base Coat

Use Sikalastic 710 Base at a rate of 50 sf/gal. to achieve 32 mils wet (23 mils dry) coat. using a 1/4" notched squeegee or trowel and back roll using a phenolic resin core roller. Extend base coat over entire area including previously detailed cracks and control joints. Allow coating to cure a minimum of 16 hours at 70 degrees F and 50% RH or until tack free before top coating.

Top Coat

Use Sikalastic 715 Top at a rate of 115 sf/gal. to achieve 14 mils wet (10 mils dry) coat. using a 3/16" notched squeegee or trowel and back roll using a phenolic resin core roller. Extend base coat over entire area including previously detailed cracks and control joints. Use clean, rounded, oven dried quartz sand, free of metallic or other impurities with a minimum gradation of 20 ϕ]40 mesh, and a minimum hardness of 6.5 per the Moh' scale. Spread sand aggregate over entire surface to achieve refusal. Allow coating to cure a minimum of 16 hours at 70 degrees F and 50% RH. Remove all excess sand using a broom and vacuum.

Tile Installation Over Water Proofing

Install tiles using thin set with bonding agent over waterproofing described above. Seal all tile joints with grout and heavy-duty sealer. All materials used in the process of tiling shall be manufacturer approved for exterior use.

Note:

All required permits shall be obtained prior to any construction. The city may require special inspector to observe and certify the installation of waterproofing, please make sure all construction is done to comply with all applicable Florida Building Code requirements. All materials to be used or specified above shall be mixed prepared and applied in strict conformance with manufacturer' instructions and specifications. Installers for all products used shall be competent and qualified to apply the materials. Refer to Sikalastic 710/715/735 AI Traffic System data sheet.



UNIT ACCESS AUTHORIZATION CONTRACTORS

I, _____, hereby authorize the following person(s) to enter Unit N^o: _____, effective _____ (date).

This authorization is valid until: _____ (date).

(PLEASE PRINT NAME AND COMPANY CLEARLY)

COMPANY'S NAME/WORKER'S NAME

PHONE #/FAX #/E-MAIL

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

INSTRUCTIONS:

Owners or authorized tenants, may access the property at will using fobs at designated entry points. The residents must authorize all contractors to the property. You may authorize entry at any time over the telephone while in residence. If you wish to authorize access to your unit during an absence from the property, use this form to designate such authorization. Once the management office has this authorization, access will be given to the above listed parties until further notice. Residents must make all arrangements for unit accesses with their contractors (i.e., provide keys, etc.)

Residents are not allowed to give keys to contractors or service personnel to keep while project is ongoing. Residents are responsible to provide the Security Staff with keys to be kept either at the front desk or Southeast Garage Station, and security will provide the keys to the contractor when they sign in, and contractors MUST return the keys when signing out.

The undersigned acknowledges and agrees to fully indemnify, defend and hold harmless the Association and all of its officers, directors, members, employees and agents for and from any and all misconduct or negligence of the person(s) named above, whether in the Unit, the Common Areas of the Condominium or otherwise (such agreement to include all attorney fees and court costs regardless of whether suit is brought or any appeal is taken there from).

Owners Signature

Contractors Signature

TELEPHONE #: _____

TELEPHONE #: _____

FAX #: _____

FAX #: _____

Email: _____

Email: _____



APPLICATION FOR ARCHITECTURAL MODIFICATION

Refer to Declaration of Condominium Sections 9.1 "Consent of the Board of Directors" and 17.4 "Alterations".

DATE: _____

UNIT #: _____

UNIT OWNER (APPLICANT): _____

TELEPHONE #: (H) _____ (W) _____

MODIFICATION BEING REQUESTED: (Please describe in detail, include material, color, size/dimensions or areas involved.)

All contractors are responsible for removal of all construction related debris from the property. Upon approval, remember to schedule with the Manager's Office in advance for the installation date(s).

THE ARCHITECT'S PLANS, DRAWINGS, MATERIAL SPECIFICATIONS, AND COPIES OF THE CONTRACTOR'S CURRENT LICENSE AND CERTIFICATE OF INSURANCE LISTING SEA RANCH CLUB CONDOMINIUM "C" AS THE ADDITIONAL INSURED AND/OR CERTIFICATE HOLDER MUST BE ATTACHED BEFORE APPLICATION WILL BE CONSIDERED. UPON ASSOCIATION APPROVAL, COPIES OF BUILDING PERMITS FROM THE TOWN OF LAUDERDALE-BY-THE-SEA MUST BE PROVIDED PRIOR TO COMMENCING WORK.

I/We hereby make application to Sea Ranch Club Condominium Association, Inc. for the above-described item to be approved in writing.

I/We understand and acknowledge that approval of this request must be granted before work on the modification may commence and that if modification/installation is done without the approval of the Association, the Association may force the removal of the modification/installation and subsequent restoration to original form at my expense.

Unit Owner Signature: _____

Date: _____

This Section for Office Use Only

APPLICATION APPROVED

APPLICATION DENIED

For the Association: _____

Date: _____



APPROVAL FOR HARD FLOORING INSTALLATION

Unit Owner's Name: _____

Telephone: _____ Unit#: _____

Scheduled Installation Date: _____

Contractor/Installation: _____

Contractor/Installer Company: _____

Contractor/Installer Address: _____

Contractor/Installer Telephone #: _____

Type of Hard Flooring Installation: _____

STC RATING: _____ IIC RATING: _____

Bedroom (Second): Footage - _____ Type - _____

Bedroom (Third): Footage - _____ Type - _____

Bathroom (Master): Footage - _____ Type - _____

Bathroom (Second): Footage - _____ Type - _____

Bathroom (Half): Footage - _____ Type - _____

Den: Footage - _____ Type - _____

Kitchen: Footage - _____ Type - _____

Foyer: Footage - _____ Type - _____

Dining: Footage - _____ Type - _____

Living: Footage - _____ Type - _____

Balcony: **SEE ATTACHED BALCONY TILING POLICY**

The above-named contractor is attesting to the fact the proper sound control as stated above will be installed.

_____ Date: _____

Contractor/Installer Signature

_____ Date: _____

Unit Owner Signature