

Snug Harbor Garden Condominium Association

631 Snug Harbor Drive
Boynton Beach, FL 33435
Office: 561-736-2182

**REQUEST FOR REVIEW FOR ARCHITECTURAL/EXTERIOR
MODIFICATION**

To: Board of Directors of Snug Harbor Garden Condominium Association, Inc.

OWNER'S NAME: _____
ADDRESS: _____ DAY
PHONE: _____ CELL PHONE: _____

INSTRUCTIONS: Complete all pages of this packet and give to the Property Manager along with all applicable attachments. The Property Manager will then forward to the Board for review. The Board will then review and get back to you should they require any additional information. The Condominium Board will then approve, conditionally approve, reject or request further information.

A copy of the approval will then be mailed to the Owner and modifications, alterations or improvements may begin.

**IN ORDER TO PROCESS THIS APPLICATION THE FOLLOWING
MUST BE ATTACHED:**

1. Floor plan with proposed modifications drawn on the survey.
2. Any drawing, brochures, pictures of samples of color/material, size etc of proposed modification.
3. Contracted work must include copies of the contractor's license and certificate of insurance a
4. Contractor Work Approval Form (2 pgs)
5. Signed Hold Harmless And Indemnification Agreement (1 pg)
6. Signed Terms Of Agreement To Perform Work form (2 pgs)
7. Estimated completion of the project _____

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TOTAL NUMBER OF PAGES ATTACHED _____

Approval is hereby requested to make the following modification(s) or improvement(s) as described and depicted below, or on additional attached pages as necessary. Please include such detail as dimensions, materials, color, design, size, location and other pertinent data described as:

Owner(s) Signature(s) _____

Date: _____

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ARCHITECTURAL GUIDELINES

A. EXTERIOR

1. Hurricane Shutters: In addition to the Architectural Review Application, a hurricane shutter application must be submitted to the Board.

a. **Scope:** These specification establish the minimum requirements for the technical requirements, type of selection, aesthetics, installation and approval of newly authorized hurricane protection or storm shutters.

b. **General:** Snug Harbour Gardens Condominium Association takes no position regarding the installation of hurricane protective products nor makes any recommendation regarding the type, brand or installer. Unit owners wishing to install such systems do so at their own risk and expense. The installation of all hurricane protections systems henceforth will be in conformity to the specifications outlined below and be compliant with current South Florida Building code and local government wind load and building codes. Any Unit Owner wishing to install hurricane protection products shall apply to the Association in writing and receive written approval from the Architectural Review Board and the Board of Directors prior to installation.

c. **Definition:** “Storm Shutters” or “Hurricane Protection” products shall mean any device, installation, equipment or appliance permanently or temporarily attached in any manner to any portion, so as to be visible from the exterior of the building, the main purpose of which is to protect against storm damage, wind damage, or wind driven rain and/or projectiles

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d. **Approval Process:** Any Unit Owner desiring to install hurricane protection shall apply to the Association in writing, using the Architectural Review Application. All specification requirements must be met prior to approval. The application shall be accompanied by the type of protection system, the materials and color, attachment methods, specific location of shutter to be installed, installer proof of occupational license as well as proof of Liability (\$1 million) and Workers Compensation (\$500,000) Insurance and written certification that the product complies with applicable building codes.

Additional information may be requested by the Board of Directors as they deem necessary.

e. **Technical Specification:** The materials, equipment, installation and construction used shall conform in all respects with the requirements of construction established by South Florida Code with regard to hurricane wind loads and structural performance. Impact resistance of materials must meet all Florida Building Codes, as amended from time to time. All products must be shown to have been tested and approved to meet those Code requirements. Only those systems that meet the minimum materials, attachments and aesthetic considerations described herein, will be permitted or approved.

2. Hurricane Resistant Windows and Sliding Glass Doors.

A Unit Owner will be allowed to replace their original windows and sliding glass doors with hurricane-related windows and doors meeting the technical specifications detailed by the South Florida Building Code, Florida Building Code and local government building codes.

(a) Materials: Laminated glass; stainless attachment devices only.

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(b) Location: Any window or sliding door.

(c) Color: Color of window & slider door frames must be bronze. Glass color may be tinted bronze soft-coat, preferable low-e for energy savings.

(d) Dimensions: Must match existing windows and Doors.

(e) Use Requirement: All Owners who have hurricane protection must close their shutters when the National Hurricane Center posts a “Tropical Storm Warning.”

3. Terms and Conditions for Approval specific to hurricane protection.

(a) All costs in conjunction with the installation of hurricane protection is the responsibility of the Owner. The Owner is responsible for obtaining all necessary building permits, insurance requirements and confirming contractor has adhered to all building codes. The Owner is responsible for any damage to the common elements or other property.

(b) The Owner is responsible for restoring the product area to its original condition when and if the hurricane protection is removed.

(c) The Owner must install and maintain the safety and appearance of the hurricane protection. The Association may as permitted by the Declaration of Covenants and Restrictions of Snug Harbor Garden Condominium Association have the right to repair or maintain the system upon the Owners failure to do so **at the expense of the owner.**

(d) The Owner must uphold their obligations under these terms and conditions or as specified by the Board of Directors written approval. Should the Owner fail to uphold their obligations, then Owners or their successors in title agree to allow the Association access to the unit for maintenance, repair or restoration and pay the cost of work including attorney fees should the Association be required to bring into action to enforce provisions of this document.

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4. Front Doors. Front entrance doors may be replaced with Board approval only. All new lock hardware must be approved. A new key must be submitted to the office once installation is complete.

B. INTERIOR

1. General: The installation of all material will be in conformity to the specifications as outlined in the proposal and be compliant with current State of Florida, Palm Beach County and City of Boynton Beach building codes. The Unit Owner is responsible for obtaining all necessary permits are required by the City of Boynton Beach.

2. Approval Process: Any Unit Owner desiring to renovate their Unit shall apply to the Association in writing, using the Architectural Review Application (Exhibit “B”). The application shall be accompanied by two sets of construction plans, the materials specifications to be installed, the necessary Contractor Work Approval Forms submitted (one for each Company or Contractor to be on the job), installer proof of occupational license as well as proof of Liability (\$1 million) and Workers Compensation (\$500,000) Insurance and written certification that the products used complies with applicable building codes, where necessary. Exhibit “D” contains unit layouts of each unit type. Additional information may be requested by the Board of Directors as they deem necessary.

3. Contractor Choice: Snug Harbor Gardens Condominium Association takes no position regarding the choice of contractors nor makes any recommendation regarding the types or brands. Unit owners make improvements to their Units at their own risk and expense. Contractors who fail to maintain neat construction sites or create nuisances may be banned by the Board of Directors from doing business within the confines of Snug Harbor Garden Condominium property including individual units or may be subject to other conditions.

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4. Types of Renovations, Improvement approval methods:

- a. Total Unit renovation : with or without a General Contractor requires Board approval.
- b. Replace plumbing: A certified and licensed Plumber must submit construction plans detailing the plumbing to be addressed and all work must be approved in advance except for emergency repairs.
- c. Unit painting only: The Board of Directors written approval is **not required** for a Unit Owner to paint the interior of their Unit.
- d. Replace flooring (includes tile and wood floors):
 - (1) Scope of Work: Removal of existing flooring whether carpet, laminate, tile or wood flooring and then replacement with new materials whether carpet, laminate, tile or wood flooring.
 - (2) Sound proofing: Specific soundproofing requirements must be met. Padding to prevent noise from the Unit from being transmitted outside the Unit; however, other, flooring may be installed on adequate soundproofing material only with prior written consent of the Board of Directors
- e. Replace cabinetry: Removal and replacement of any cabinetry in the Unit will not require Board approval.

TERMS OF AGREEMENT TO PERFORM WORK:

I understand and will comply with the following:


Managed By:

Snug Harbor Garden Condominium Association

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No project may commence prior to unit owner receiving written approval by Condominium Association. No exterior alteration may be made by Unit Owner.

All work to be completed by a licensed and insured contractor

Construction hours are as follows:

Monday - Friday: 8:30 am to 5:30 p.m. All vehicles must be off premises by 6:00 p.m.

Saturday: 9:00 a.m. to 2:30 p.m. All vehicles must be off premises by 3:00 p.m.

Sunday: Absolutely no work

Any damage, destruction or defacement to the elevators of the G or H Buildings or any part of the buildings will not be tolerated. Elevator pads and floor protection must be in place at all times while work is on-going. Twenty-four (24) hour notice to the Manager is required prior to pad installation.

Call the Manager at the office

The use of the Association dumpster or trash chute is strictly prohibited. All construction and repair trash must be removed daily from the premises including any boxes, packing material, appliances, furniture, or residual material.

All exterior walkways, elevator floors and parking lots may not be blocked and must be cleaned daily and be free of dirt, dust or debris.

The storage or placing of construction materials on common area property or any area that is visible from the road at any time is strictly prohibited.

Owner is responsible for complying with all Easements, State, County and City building codes and to obtain all applicable permits.

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The Snug Harbor Garden Condominium Association shall be "held harmless" for any and all incidents or damages that may arise during or after the project.

To abide by the decision of the Board of Directors.

If owner's request is not approved, or work performed is different than approved request owner understands and agrees, by signing below, that owner will be required to restore area back to it's original condition. Unit owner may also be subject to legal action by the association and that owner shall be responsible for all reasonable attorney fees and costs.

When the Alterations/Construction is complete, a final walk through shall take place between unit owner, Contractor and Manager to determine if any damage has occurred to neighboring units, grounds or common areas.

Owner further acknowledges that the Manager has the right to stop any and all workers should they perform outside the improvements or alterations as Approved by the Board of Directors, or if common areas sustain damage or if they are not cleaned daily as required.

Estimated Start Date: _____ Estimated Completion Date: _____

IF CHECKED BELOW, THE FOLLOWING CONDITIONS OF APPROVAL
MUST ALSO BE ADHERED TO:

_____ **HURRICANE SEASON: HURRICANE WATCH ANNOUNCEMENT** - All tools and materials must be removed from the job site or adequately secured in an enclosed area. By signing this form, the Unit Owner acknowledges and agrees to reimburse Association for any and all expenses incurred by Association in its

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efforts to secure and protect units from damage which may be caused by Unit Owners contractor's failure to secure or remove materials, etc. Unit Owner expressly holds the Association and its designated representative harmless from any and all claims while implementing this action.

Owner(s) Signature(s) _____

Date: _____

Contractor Work Approval Form

One form per Individual Contractor must be completed.

Unit: _____ Owner: _____

Managed By:  *Southern Shores Management*

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Phone: _____

Contractor Name: _____ Phone: _____

Corporation Name: _____ Phone: _____

Worker(s) Names: _____

Contractor understands that fees will be assessed should any damage caused by any work or workers or any of the following conditions not be upheld. Contractors and all workers further agree to abide by the Rules as set forth in the ARB Approval for all modifications or improvements and specifically including, but not limited to the following:

1. Construction hours are as follows:

Monday - Friday: 8:30 am to 5:30 p.m. *All vehicles must be off premises by 6:00 p.m.*

Saturday: 9:00 a.m. to 2:30 p.m. *All vehicles must be off premises by 3:00 p.m.*

Sunday: Absolutely no work

2. Any damage, destruction or defacement to the elevators or any part of the buildings will not be tolerated. Elevator pads and floor protection must be in place while work is on-going. A twenty-four (24) hour notice to the Manager is required for pad installation. Call the Manager at 561-736-2182.

3. The use of the Association dumpster or trash chute is strictly prohibited. All construction and repair trash must be removed daily from the premises including any boxes, packing material, appliances, furniture, or residual material.

4. The on site cleanup of all tools and equipment including cleaning of paint brushes, rollers and wash buckets is prohibited. All tool and equipment cleanups must be performed off site.

5. All exterior walkways, elevator floors and parking lots may not be blocked and must be cleaned daily and be free of dirt, dust or debris prior to leaving the job.

6. The storage or placing of construction materials on common area property or any area that is visible from the road at any time is strictly prohibited.

7. The Contractor acknowledges that the Property Manager has the right to stop any and all workers should they perform outside the improvements or alterations as Approved by the Board of Directors.

8. Failure to abide by the above regulatory regulations will result in the following:

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- A. ADDITIONAL CHARGES FOR ANY AND ALL REPAIR WORK & CLEAN UP TO THE COMMON AREAS INCURRED BY THE ASSOCIATION DUE TO DAMAGE CAUSED BY CONTRACTOR OR WORKERS.
- B. REMOVAL OF YOUR PRIVILEGES TO WORK IN THIS COMMUNITY.

Contractor Signature _____ Print name _____
Date: _____
Telephone Numbers (Cell) _____ (Office) _____ (Fax) _____

Property Manager Approval:

Date:

SNUG HARBOR GARDENS CONDOMINIUM ASSOCIATION

Managed By:  *Southern Shores Management*

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The approval of any proposed improvements or alterations by the Board shall not constitute a warranty or approval as to and neither the ASSOCIATION nor any member or representative of the Board of Directors of the ASSOCIATION shall be liable for the safety, soundness, workmanship, materials or usefulness for any purpose of any such improvement or alteration no as to its compliance with governmental or industry codes or standards. By submitting a request for the approval of an improvement, or alteration the requesting OWNER/RESIDENT shall be deemed to have automatically agreed to hold harmless and indemnify the aforesaid members and representatives and the ASSOCIATION generally, from and for any loss, claim or damages connected with the aforesaid aspects of the improvements or alterations.

OWNER/RESIDENT hereby indemnifies and holds the ASSOCIATION harmless from and against any and all claims, damages, losses and expenses including but not limited to attorney's fees and costs, which are attributable to bodily injury, sickness or death. OWNER/RESIDENT hold harmless and indemnification in favor of the ASSOCIATION is operative with respect to any and all claims, damages losses and expenses attributable to bodily injury, or death from OWNER/RESIDENT or other person utilization equipment.

Address:

Print Name : _____ Signature: _____

Signature: _____ Date: _____

Managed By:  Southern Shores Management