Ocean Hillsboro Condominium Association, Inc.

c/o: Ocean Breeze Community Management LLC • 1967 10th Ave N, Lake Worth, FL 33461
561-770-1052 • admin@oceanbreezecm.com • www.oceanbreezecm.com

ARCHITECTURAL APPLICATIONS & STANDARDS

Please Read the following Information about applying.

The Architectural Review Committee (ARC) will try to review and approve these applications as quickly as possible, within five to ten days. Please submit one application per requested improvement or change.

Applications must be mailed or delivered to the Attention of the Property Manager at the Ocean Breeze Community Management Office at the address above. Each application must be filled out completely. If an application is incomplete, it will be returned to the unit owner, delaying the review process. The ARC may request additional information. Owners will be notified by mail, phone or email of approval or non-approval. **No work is to be started until owners have been notified and they have been given a permit form to put in their window, as the work is being done.**

Any proposed change in the interior appearance of any Unit wall, and/or floor covering, any proposed structure change or improvement, and/or finish, shutters, hurricane protection, decorative plaques, or accessories, shall be deemed an alteration requiring approval from the Architectural Review Committee. Excluded from this requirement is any interior decoration involving painting of wall(s) by unit owner.

Also requiring Architectural Review Committee approval is (1) any proposed work involving electrical; plumbing, air conditioning, and/or other fixture(s) or element(s), including utility elements, supplied by a source outside the unit, and/or (2) any proposed work to be done by any company, vendor, contractor, other entity, etc. must provide to the Ocean Breeze Community Management Office proof of all legally required license(s), insurance, and other documents. Contractor is to provide Town of Hillsboro Beach Permit (when required) to be posted in visible area.

Changes that are not allowed are anything outside of your Unit, except for the windows and hurricane shutters. No changes can be made to the landscaping, outside walls, walkways, etc., parking areas or any other common areas around the buildings.

Each application must be submitted with detailed information about the proposed improvement(s). To better help the application process, please include all information that would be helpful in reviewing the proposed improvement(s), including location, size, and types of materials, and, where appropriate, pictures, brochures, plans, diagrams, contractor information, etc.

If work approved by the Architectural Review Committee has not commenced by ninety (90) calendar days after the date of approval, or if the work has commenced but has not been completed by one hundred and eighty (180) calendar days after the date of approval, the approval will expire, so that the requested and approved work shall not commence or recommence unless a new application for approval has been approved by the Architectural Review Committee.

$1000.00 Security Deposit to be paid PRIOR TO APPROVAL. Any violation of the CONTRACTOR RULES listed on page 6 will result in a $100.00 per offense being deducted from the project security deposit. Please review all rules prior to beginning project work (Page 6.)

Any work completed/started without prior approval the unit owner is subject to be fined up to $100/day per Condominium Documents.

ARCHITECTURAL CHANGE APPLICATION

PLEASE PRINT – FILL OUT BOTH SIDES OF APPLICATION AND SUBMIT WITH ALL MATERIALS NEEDED FOR THE COMMITTEE TO REVIEWTHIS APPLICATION.

Date (Month, Day, Year) of this Application: _____

PRINT Name(s) of Unit Owner(s): _____

Street Address (City, State, Zip Code): _____

Unit No _____ Email Address: _____

Phone Numbers:( ) _____ Fax: ( ) _____

SUBMIT ONE APPLICATION PER IMPROVEMENT – APPLICATION MUST INCLUDE:

1. Copy of Blueprints (if applicable)
2. Type(s) of Materials to be Used:
   a) Size: _____
   b) Color(s): _____
   c) Plans, Diagram(s), Picture(s)(whatever is applicable)

BRIEF DESCRIPTION OF IMPROVEMENT: (Attach separate page(s) if necessary):

_____

_____

_____

_____

_____

COMPANY,VENDOR,CONTRACTOR,ETC,INFORMATION:

If a company, vendor, contractor, etc., is to be hired to do the proposed work the following information about that company, vendor, etc., must be included with this application:

If Unit Owner or relative to do work write below work to be done by self.

Name, Address, Telephone Number:

_____

_____

_____

COPIES OF THE COMPANY'S/VENDOR'S/CONTRACTOR'S/ETC.:

1. Certificate of Liability Insurance with the Building as the Certificate Holder
2. Workers Compensation Insurance
3. Any Required Permit from the Town of Hillsboro Beach/ Broward County/State of Florida License(s)

ARCHITECTURAL CHANGE APPLICATION

OTHER INFORMATION:

Anticipated Commencement Date of Work (Month, Day, Year): _____

Date of Completion (Month, Day, Year) (estimated): _____

UNDERSTANDING AND AGREEMENTS:

I understand that I am responsible to ensure that all necessary permits are obtained from the appropriate Ocean Hillsboro Condominium Association, Inc. Building, Zoning, and/or Permitting Departments/Offices.

I understand that I am responsible for any damage done to the Ocean Hillsboro Condominium Association, Inc. Common Areas, to any Ocean Hillsboro Condominium Association, Inc. building, to other condominium units, and/or to any other person's self-and/or property as a result of the work involved with this project.

REQUIREMENTS: $1000.00 Project Security Deposit to be paid PRIOR TO APPROVAL. Any violation of the CONTRACTOR RULES listed on page 6 will result in a $100.00 per offense being deducted from the project security deposit. Please review all rules prior to beginning project work.

I agree to allow authorized Inspectors to enter the property where the work is located during and/or after completion of the work.

I have read and agree to abide by the provisions and stipulations of the Ocean Hillsboro Condominium Association, Inc. (hereinafter "the Association") Covenants and Restrictions and other appropriate documents, including the Association's *Articles of Incorporation*, the *Declaration of Condominium* for the Association Building where the work will take place, the Association's *By-Laws*, *Rules and Regulations*, and all appropriate Association Policies.

I agree to ensure that the work involved with the project described in this application will be conducted only within the hours and days permitted by Association Policies, which is Monday through Saturday from 8:00 AM to 5:00 PM and that there will be no excessive noise that would be offensive to other residents in Ocean Hillsboro COA. I agree to ensure that any and all debris, powder, stains, dirt, trash, and/or other items and/or "mess" outside my condominium unit resulting from the work involved with the project described in this application will be thoroughly cleaned up in a timely manner and at no expense to the Association.

Any work completed/started without prior approval the unit owner is subject to be fined up to $100/day per Condominium Documents.

Printed Full Name of Unit Owner	Signature of Unit Owner	Date

ARCHITECTURAL CHANGE APPLICATION

SPECIFICATIONS FOR HARD FLOORING AND SOUNDPROOFING UNDER HARD FLOORING

Hard flooring (tile, wood, etc.) must be approved by the Association*

All requests for authorization to install hard flooring must be submitted to and approved by the Association.

Any flooring except carpet must have a minimum sound transmission class (STC) of 52. Submission of Material DATA Sheets are required for anything other than cork. Cork must be ¼" thick.

Upon approval by the Association, and after the soundproofing materials are applied, an inspection by a representative of the Association is required and pictures will be taken to document compliance prior to the installation of the hard flooring. Soundproofing is not required on balconies. All grout work on tiles needs to be finished up with a sealer. This will prevent water from seeping under the tiles.

By following these procedures, you may prevent complaints from your neighbors concerning noise transmission between your apartment and the apartment below or alongside.

**Approved by the Board of Directors 06/07/2021*

ARCHITECTURAL CHANGE APPLICATION

For this Application: _____
(Print Unit No., and Name of Unit Owner)

ARCHITECTURAL REVIEW COMMITTEE RECOMMENDATION

Date (Month, Day, Year) Application Received in Management Office: _____

ARC Meeting Date(s) Application was reviewed: (1)_____

(2)_____ (3) _____

Check appropriate box with regard to whether requested Architectural Change Request:

☐ Will Meet Code Standards and Ocean Hillsboro Condominium Association, Inc. COA Standards and Requirements?

☐ Does not meet Code Standards and Ocean Hillsboro Condominium Association, Inc. COA Standards & Requirements. COMMENTS: _____

_____

_____

_____

Recommendation Date	Printed Name of ARC Signer	Full Signature of ACR Signer
1.		
2.		
3.		

PROPERTY MANAGER REVIEW AND ACTION

This Architectural Change Request is:

☐ Approved ☐ Not Approved (See Comments)

COMMENTS: _____

_____

_____

_____

_____
(Date Signed) (Printed name of Property Manager) (Signature of Property Manager)

Date Notification Letter mailed to Unit Owner:_____

NOTICE: CONTRACTOR RULES

REQUIREMENTS: $1000.00 Security Deposit to be paid PRIOR TO APPROVAL. Any violation of the CONTRACTOR RULES will result in a $100.00 per offense being deducted from the project security deposit. Please review all rules prior to beginning project work.

1. Obtain work permit from the Town of Hillsboro Beach office.
2. Submit: license, insurance, and permit from the Town to Ocean Breeze Community Management, LLC via email admin@oceanbreezecm.com
3. Delivery trucks larger than a standard pickup truck are not permitted in the main parking lot east of Hillsboro Mile Road (A1A) without the express permission of the Board of Directors and Ocean Breeze Community Management.
4. Protect walkway from unit you are working on to the elevator/stairwell (if applicable).
5. Post all permits on unit owner door.
6. You must provide your own dumpster for materials; we do not provide dumpster for contractors.
7. Any damages to common areas are the responsibility of the contractors and may result in a fine/deduction from security deposit.
8. Any contractors removing or installing shutters, doors and windows, must caulk/re-caulk and paint outside of building adjacent to unit.
9. I agree that I will be responsible for having old material removed from the property.
10. Contact Ocean Breeze Community Management at 561-770-1052 upon completion of project for walk through inspection of common area.

I have read, understand and agree to the Contractor Rules:

_____	_____	_____
Printed Full Name of Contractor	Signature of Contractor	Date
_____	_____	_____
Printed Full Name of Unit Owner	Signature of Unit Owner	Date

TO OBTAIN PERMIT(S) CONTACT:

THE TOWN OF HILLSBORO BEACH,
1210 Hillsboro Mile, Hillsboro Beach, FL 33062