

THE MARQUESA AT PEMBROKE PINES CONDOMINIUM ASSOCIATION, INC

**APPLICATION FOR ARCHITECTURAL MODIFICATION(S)
ACC FORM FOR REVIEW**

ACC forms take approximately 30 days to process. Please note modifications can NOT begin until you receive an answer/approval in writing. You do not have to call to check status of the application.		
For processing of this application mail/drop off to the address below. (DO NOT FAX) THE MARQUESA AT PEMBROKE PINES CONDOMINIUM C/O KW PROPERTY MANAGEMENT & CONSULTING 145 SW 117TH Terrace Pembroke Pines, FL 33025 Tel 954-437-9070 Business Days Monday – Friday 9:00a.m-5:00p.m. Please be sure to include require pictures, samples, property survey, plans, and/or specifications so there is no delay/return.		
Association Name:		
Property Address:		
Date Applying:	Daytime # :	Account # (if applicable):
Name of Owner(s):		

Approval is proposed for the following modification(s), addition(s), and/or alteration(s) as described below and/or on attached page(s):

Check the applicable boxes and / or describe below:

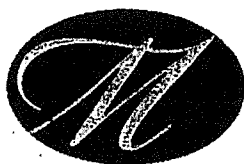
- | | | |
|--|--|-------------------------------------|
| ☐ Air Conditioner Replacement | ☐ General Remodeling | ☐ Windows |
| ☐ Doors | ☐ Hurricane Panels/Accordion Shutters | ☐ Electrical |
| ☐ Flooring | ☐ Plumbing | ☐ Other |

THIS IS A RE-SUBMITTAL	☐ Yes	☐ No
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Please describe the modification for which you are seeking approval. Include details such as material, color, and attach photos of samples if possible: _____

Attached...Please note you **MUST** provide the following: (If Applicable) Process will be delayed if missing!

☐ Completed Application for Architectural Modification and Signed Owners Agreement	☐ Property Survey, showing location of modifications. If survey is not available, sketches or photographs will be required.
☐ Initial or Revised Plan(s) and/or Specifications(s)	☐ Sample(s) and Picture(s) of proposed installation (if applicable)
☐ Material(s) Designation Plan/Sample(s) Including Floor installation and Soundproofing Guidelines	☐ Copy of Contractor License and Insurance (Must include at least \$300,000 in coverage for Liability and \$300,000 in coverage for Workers Comp) Certificate Holder: The Marquesa at Pembroke Pines Condominium Association 145 SW 117 th Terrace Pembroke Pines, FL 33025
☐ Other: _____	



THE MARQUESA

OWNER AGREEMENT

By initialing and signing below, the owner understands the following:

_____ Owner agrees to be fully responsible at Owner's sole expense for any and all damages to Common Area and/or neighboring lots, including but not limited to, damage from delivery, construction or any other vehicles or machinery. Access to construction areas is only to be allowed through Owner's property.

_____ Owner agrees and understands to be responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s) and all other applicable governmental authorities. Furthermore, owner agrees to comply with the Association Documents including, but not limited to, the Declaration, in all respects.

_____ Owner agrees to remise, release, acquit, satisfy, and forever discharge "Developer", "Management Co.", and the "Association(s)" of and from all, and all manner of, action and actions, cause and causes of action, suits, debts, sums of money, accounts, bills, covenants, controversies, agreements, promises, damages (including consequential, incidental, punitive, special or other) judgements, executions, claims, liabilities and demands, whatsoever, at law and in equity (including, but not limited to, claimed founded on tort, contract, contribution, indemnity, or any other theory whatsoever) in any way related to any previous representations made by "Developer", "Management Co." and the "Association(s)", and the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused therefrom; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.

_____ Owner agrees to defend, indemnify and hold harmless "Developer", "Management Co." and the "Association(s)", against any and all claims, costs (including without limitation reasonable attorney's fees, paraprofessional fees and court costs at all levels), actions, liabilities and/or expenses in any way related to the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused therefrom; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.

_____ Owner agrees, understands, and acknowledges that upon approval of the requested modification, the owner and respective vendor will be required to submit a Certificate of Insurance naming both the "Association" and "Management Co." as Certificate Holder AND Additional Insured. If vendor is exempt from worker's compensation, a copy of said exemption will be required.

_____ Owner agrees, understands, and acknowledges that failing to abide by the aforementioned will be deemed grounds for this request being denied.

Anticipated Commencement Date:	Owner's Signature
Anticipated Time for Completion:	Owner's Signature

Owner Print Name

Owner Signature

Date

.....
☐ **APPROVED** Date: _____

X

(Signature of BOD/OR Property Manager)

☐ **DISAPPROVED** Date: _____

X

(Signature of BOD/OR Property Manager)

Architectural Modification Requests Information Sheet

Minor Remodeling: defined as new flooring, kitchen cabinets, or work of similar nature. NO walls, ceilings or floors are penetrated or relocated.

The Unit Owner or Contractor is responsible for notifying the Management Company during the following stages of work:

1. Prior to the flooring or other minor work starting, so an authorized agent can inspect the existing conditions.
2. When the project is completed, so an authorized agent can inspect the new conditions.

Major Remodeling: defined as relocating, adding, or removing partitions, or penetrating any walls, ceiling, floors, or utilities.

The Unit Owner or Contractor is responsible for notifying the Management Company during the following stages of work:

1. Prior to the commencement of the project. The Management Company will then advise when a meeting will be scheduled to go over the project to verify there have been no further modifications than those which were authorized by the Board.
2. After the time when any partitions are removed, altered, relocated, but prior to any re-construction of same, to verify that all common utilities such as water, sewer, electric, cable, and telephone lines have not been damaged.
3. When the project is completed, so an authorized agent can inspect the new conditions.

It is the Unit Owner's responsibility to ensure that adjoining Units and the common utilities will not be damaged or destroyed during any alteration work. Any necessary repair expenses incurred by the Association or other Unit Owners will be the sole responsibility of the Unit Owner undertaking the remodeling.

Remodeling Time Schedule

- The Unit Owner must indicate the length of the time the remodeling will take when submitting his/her initial remodeling package of information to the Management Company.
- Remodeling construction must begin within 120 days of Board approval, or documentation must be resubmitted.
- If for any reason the approved remodeling process takes longer than originally planned, the Unit Owner must contact the Management Company so that adjoining neighbors can be notified.
- All electrical work must be completed by a licensed electrician in a safe ordinary manner consistent with trade practices.
- Any work on the common mechanical chases is strictly prohibited. Connections to the Unit venting systems are strictly prohibited.
- At no time are flammable materials allowed to be stored at the job site.
- Prior to beginning work, all contractors doing work in the Building must present a certificate of insurance, acceptable to the Board, to the Board of Directors or its authorized representative naming the Association, and Management Company, as additional insured's.
- Unit Owners must inform the Management Company that a contractor will be gaining access to the premises on any given day.
- Contractors shall be permitted to perform work that is noise producing in a Unit only between the hours of 9:00am and 5:00pm Monday through Friday. No noise producing work shall be permitted on weekends or holidays.

- Contractors must unload all material from a guest parking space and not block or park on a reserved parking space.
- The Unit Owner shall be responsible for ensuring that the contractor employed to work within his/her Unit protect common area walkways, hallways, stair railways and cleans hallways as necessary after each work day. If it is necessary that extraordinary cleaning be performed by the Association Personnel due to a contractor's negligence, the Unit Owner shall be responsible for reimbursing the Association for labor expenses.
- Contractors may not store any materials within the Common Elements of the Building or other Units and are to haul all debris and leftover materials from the Building in covered containers. Under no circumstances may construction materials be disposed in community dumpster or left in dumpster compactor areas. The hauling charge for any bulk items left on common property in violation of this rule will be assessed to the responsible Unit Owner.
- The Unit Owner shall be responsible for any damage to the Common Elements of the Building or other Units caused by themselves and/or contractors employed by them or damage caused to the Units within the Building.
- Whenever a partition is altered in any way, the Unit Owner shall designate the utilities in the area of this alteration on the drawing. The utility shall be so designated on the drawing as an electrical, telephone, or television outlet.

Construction Procedures

1. Before work begins, submit plans, specifications, or a sketch of proposed alterations or installations to the Management Company for approval by the Board of Directors.
2. Before work is begun, contractor's proposal and all contract documents must be submitted to the Management Company.
3. Work may not begin without prior written consent of the Board and all work must comply with the Condominium Documents, Broward County Building Code, and other applicable laws.
4. If an architect is engaged, the architect must submit a certificate of compliance stating that the plans for remodeling comply with the Broward County Building Code and other applicable requirements.
5. If permits are required, Unit Owner must secure them, including submitting notice to the County of demolition or destruction of asbestos-containing materials.
6. Construction schedule must be submitted for approval by the Management Company.
7. Construction must comply with all Broward County Building Codes and other applicable requirements.
8. There shall be no alterations to the existing heating and/or air conditioning systems, unless approved by the Board.
9. Prior Board approval is required for any construction which may affect Common Elements, including cutting of concrete floors or columns.
10. All electrical work must be completed by a licensed electrician.
11. Any demolition, destruction, or removal of asbestos-containing material must be performed by a properly licensed and certified asbestos contractor.
12. Contractors must present certificate of insurance naming the Association, the Board of Directors, and the Management Company, as additional insured.
13. Contractor may only perform work from 9:00am to 5:00pm, Monday through Friday. No noise producing work shall be permitted on weekends and/or holidays.
14. Contractor may not store any materials within the common elements of the building. Under no circumstance may construction debris be left in the hallway or public areas, nor may it be disposed of in the trash chutes.
15. Any damages incurred to the common areas by the contractor will be the responsibility of the Unit Owner.

CONTRACTORS ARE REQUIRED TO PROTECT THE FOLLOWING COMMON AREAS: COMMON AREA WALLS, DOORS, DOOR FRAMES, BASEBOARD, AND COMMON AREA CARPET UNTIL WORK IS COMPLETED.

FOR ARCHITECTURAL MODIFICATION, ARCHITECT'S PLANS & DRAWINGS (SIGNED AND SEALED) MUST BE ATTACHED BEFORE APPLICATION WILL BE CONSIDERED. COPIES OF CONTRACTORS' CURRENT CERTIFICATE OF INSURANCE AND LICENSE AND BUILDING PERMITS FROM CITY OF MIAMI BEACH MUST BE ATTACHED BEFORE FINAL APPROVAL FROM THE ASSOCIATION.