



PORTS O' CALL CONDOMINIUM ASSOCIATION, INC.
24 Yacht Club Drive - North Palm Beach, FL 33408
(561) 626-4500 / Portsocal24@gmail.com

REQUEST FOR MODIFICATION APPLICATION

Unit Owner Name(s): _____

Address: _____ Unit No.: _____

Contact Telephone No.: _____ Alternate Number: _____

Application and applicable documentation are to be submitted to the onsite office - Ports O' Call Clubhouse.

Describe in detail the changes and/or modifications in which you are seeking approval:

Please complete and sign this form and attach the following information, if applicable. (

____ / Received - Copy of contractor proposal and sketch of work to be done.

____ / Received - Copy of contractor's occupational license.

____ / Received - Copy of contractor's liability and/or occupational insurance certificate naming 'Ports O' Call Condominium Association as the Certificate Holder and as Additional Insured and a copy of Workman's Compensation Insurance Certificate.

____ / Received - Copy of Permit Application(s) and sign off when completed - for all applicable modifications.

Materials you may need to provide to the Association for the approval of the requested changes or modifications.

- 1. A picture, drawing or advertising materials displaying the items you are requesting for installation.
2. A sample of the type and texture of any building materials that may be used on the unit's interior.
3. Any other materials or information that may assist in Association evaluation of the project.
4. Copy of unit owner's floor plan indicating location of changes or modifications.

It is understood that the changes or modifications which you are requesting may not:

- 1. Interfere with or obstruct with any common utility source or modify any structural and/or load-bearing partitions or exterior doors.
2. Cause a nuisance or interference with the peace or privacy of the other people in the community.
3. Be performed by unlicensed contractors or without the required permits from all governmental agencies.
4. Contractors are permitted to work Monday through Friday. Work may NOT commence prior to 8:00 a.m. or after 4:00 p.m. Monday through Friday. (Approval & Authorization for Exceptions: _____).

Unit Owner(s) Signature: _____

Date: _____

____ Approved

____ Conditionally Approved

____ Disapproved

Association's Authorized Signature: _____

Date _____

**PORTS O' CALL CONDOMINIUM ASSOCIATION INC.
MODIFICATION REQUEST**

Contractor: _____

Unit Owner/Unit Project: _____

Date contacted NPB Dept of Public Works: _____

Start Date: _____

VENDOR/CONTRACTOR REGULATIONS

1. Prior to commencing any work in a unit at POC, the vendor/contractor must meet with Property Manager, to discuss the work to be done and the time frame of the work, The Property Manager can be reached by calling 561-626-4500 and scheduling an appointment. The vendor/contractor must sign in and out in the register each day at the Association office, located in the clubhouse.

2. Ultimately the unit owner is responsible for the vendor/contractor and any subcontractors working in their unit. The vendor/contractor is responsible for making sure that the subcontractor is aware of all POC regulations regarding construction. **If that subcontractor does not follow these regulations, then the vendor/contractor will be held accountable for any damage or violation that the subcontractor might incur. The Owner or contractor must render a \$1000.00 Damage Deposit check made payable to the Association to cover any damage to the adjacent common areas. The Property Manager shall inspect any adjacent common areas to the jobsite for damage prior to returning the \$1000 dollar Damage Deposit.** Any and all work must be done Monday through Friday and not on weekends or holidays between the hours of 8AM and out of the unit by 4PM, then the contractor/workers and their vehicles must be off the property by 4:30 PM. This allows the workers 30 minutes to load up their vehicle. Only emergency work is allowed on the weekends, which includes plumbing/electrical issues, hot water heater or refrigerator replacement and AC maintenance. If an emergency arises on the weekend, the owner of the unit must contact his/her Board of Director's building representative to obtain permission to have any type of work done on the property. If you must work late, please make sure you get Board approval.

3. Any vehicles brought on to the property must have the appropriate signage, which includes the name of the person/company, address, telephone, and contractor license number as per North Palm Beach Code Sec 17 — 34.13. In addition, vehicles are not allowed to back into parking spaces.

4. North Palm Beach has strict building codes, which must be adhered to. It is the vendor/contractor's responsibility to check with the North Palm Beach Department of Public Works located at 501 U.S. Hwy 1, NPB, FL 33408 or call 561-841-3365 to make sure that all permits and other regulations are obtained/followed.

5. If a vendor/contractor is planning to use the elevators, which are located in each building, to haul materials or tools, contact the office prior to starting the job to request that pads and carpeting be installed to protect the surfaces of the elevators. If this work will extend over a number of days, make sure that the office is notified in order to leave the padding up.

6. The walkways cannot be used for any construction work except for the installation of windows and doors. All cutting of wood or tile must be done either in the unit or in the parking area. If work is done in the parking area, it is suggested that tarps be used to maintain the cleanliness of our grounds. Contractors must provide heavy duty paper or cloth taped to the floor from the entrance of the building to the unit's front door to protect the floors from damage and dirt and debris.

7. The covering must be removed by each Friday and if left overnight must be taped FLAT so people cannot trip and fall. If windows or doors are to be installed a heavy tarp must be used to prevent damage to the paint or railings during the installation. At the end of each workday, all debris must be swept up and disposed of, leaving the walkway in its' original condition. If work is to be done on the roof of any POC building, access keys can be obtained in the Clubhouse office. Only devices with pneumatic wheels may be used to transport objects or materials across the roof surface. All A/C replacements must use a crane provided by the vendor/contractor. All debris must be removed from the roof upon completion. NOTE: Ladders leading to the roof have a 250 lb. weight limit.

8. Construction debris, no matter how small, must be removed from the property and parking lot. This may include rugs, cabinets, boxes, electrical equipment, paint cans, tile debris or any such items generated by the project.

9. Remember that the facades of the buildings are common elements, and all replacement activity or painting must be consistent with the rest of the building. If replacing an entrance door, POC will provide the appropriate oil-based paint for that project but must be applied by the contractor as part of completing the job.

10. Please see attached "Request for Modification Application".

Vendor/Contractor: _____

Date: _____

Board Member: _____

Date: _____

Owner: _____

Date: _____