

HALF MOON BAY CONDO ASSOCIATION, INC.

GRS COMMUNITY MANAGEMENT

3900 Woodlake Blvd. Suite 309

Lake worth, FL 33463

REQUEST FOR UNIT ALTERATION OR IMPROVEMENT APPROVAL

OWNER'S NAME: _____ DATE: _____

UNIT ADDRESS: _____ PHONE: _____

EMAIL ADDRESS: _____

CONTRACTORS INFORMATION:

NAME: _____ PHONE: _____

ADDRESS: _____

Describe in detail the type of modification or improvement being made, whether it is inside or outside of your unit: _____

If this application includes any improvement that affects walls or portions of an apartment that are maintained by the Association (i.e., electrical, plumbing, etc.), it must be accompanied by a sketch or blueprint indicating size, location and type of modification or improvement being requested. the

Approval of application, by the Association, is not to be construed to cover approval of any code requirement. A permit from the Town of Hypoluxo may be required for certain property modifications and/or improvements. All work performed **MUST BE PROPERLY PERMITTED** and contractors must be registered Town of Hypoluxo. If work is to be performed by a contractor, with the please submit proposal/contract, contractors' insurance, which MUST include liability and workers compensation with Half Moon Bay Condo Association, listed as "additionally insured. Renovation and/or construction materials must be disposed of according for Renovation Material Removal" which is posted on the JMD to the "Procedure property web site.

As a condition precedent to granting any request for a modification or improvement, the applicant, heirs, or assignees thereof, hereby assume sole responsibility for the modification or improvement. It is understood and agreed that the Association and/or its management company will not be required to take any action to maintain, repair, or replace any such approved modification or improvement or damage resulting thereof.

THE OWNER ASSUMES ALL RESPONSIBILITY AND LIABILITY FOR ANY MODIFICATION OR IMPROVEMENT AS WELL AS THE WORK REQUIRED TO ACCOMPLISH THE CHANGE.

It is understood and agreed that work may NOT commence prior to receiving written approval from the Association.

OWNERS SIGNATURE: _____ DATE: _____

ACTION BY ASSOCIATION:

Association Signature

APPROVED _____ NOT APPROVED _____

Board Signature

APPROVED _____ NOT APPROVED _____

Half Moon Bay Condominium Association

Phases I & II

Guidelines For Contractors & Vendors Doing Work at A Unit

1. In general work being performed in a unit requires the review and approval of the Board of Directors.
2. Depending on the work being performed in a unit, a permit(s) issued by the Town of Hypoluxo may be required.
3. Such permit(s) should be displayed in the front window of the unit and NO work should commence prior to obtaining the permit(s). Permit may be displayed on the Front Door if the unit does not have a front window.
4. All Contractors/Vendors must protect the elevators when working at 7020 or 7030 Half Moon Circle. Contractors/Vendors working at the 7020 Building are required to use the West elevator identified as "Commercial Use".
5. If covering the walls and floor of the "Commercial Elevator" is necessary, contractors/vendors should request the coverings from the maintenance person prior to commencing the work in a unit.
6. Contractors/Vendors should begin work **NO** earlier than 8:00am and **MUST** cease work by 5:00pm.
7. Contractors/Vendors cannot work on Sundays and National Holidays, with the exception of necessary emergency repairs.
8. Contractors/Vendors are responsible for cleaning dirt/ debris from elevators, entrance ways, and walkways; any and all materials must be carted away by the vendor/contractor and may not be placed in the dumpster rooms.
9. Damage to community property is subject to fines. The Association is entitled to recover costs for any and all damages caused by the contractors/vendors; failure to reimburse such expenses by the contractors/vendors to the Association becomes the responsibility of the unit owner.

A Building Permit is required per Chapter 1, section 105, of the Florida Building Code when: One intends to construct, enlarge, alter, move, demolish, or change the occupancy of a building or structure, or any outside area being used as part of the building's designated occupancy, or to erect install, enlarge, alter, repair, remove, convert, or replace any required electrical, gas, mechanical or plumbing system. The installation of which is regulated by the technical codes, or to cause such work to be done, shall first make application to the Building Official and obtain the required perm it's for the work. Perm it must include the value of all labor and materials regardless of whether the General Contractor or the Homeowner is purchasing them.

ALL BUSINESSES AND LICENSED CONTRACTORS PERFORMING WORK MUST HOLD A CURRENT VALID LICENSE AND BE REGISTERED WITH THE TOWN BEFORE ANY WORK BEGINS. THE FOLLO\MNG LIST IS TO BE USED AS A GUIDE ONLY, THE TOWN BUILDING OFFICAL MILL MAKE ALL FINAL DETERMANATIONS.

THE FOLLOWING (BUT NOT LIMITED TO) WORK REQUIRES A BUILDING PERMIT AND MUST BE PERFORMED BY A PROPERLY LICENSED AND TOWN REGISTERED CONTRACTOR.

Remove/Install Drywall	Antenna & Telecommunication Equipment
Flooring (Above 1 st floor)	Signs & Fences
Concrete/Restoration/Paving/Sealcoating	Install/Replace AC heating
Stucco Work	Change & Replace plumbing systems
Replace/install Kitchen/Vanity Cabinets	Install AC duct work
Install Hurricane Shutters	Electrical Fixtures/Wiring systems
Install any flooring except carpeting	Interior alterations/Remodeling
Fire Sprinkler systems	Fuel gas systems
Install/replace exterior doors & windows	Skylights
Install screen closures & awnings	

THE FOLLOWING WORK DOES NOT REQUIRE A BUILDING PERMIT BUT MUST MEET ALL APPLICABLE CODES ANO MUST BE PERFORMED BY A PROPERLY LICENSED ANO TOWN REGISTERED CONTRACTOR

Replacing light fixtures, switch or receptacles "like for like" in existing outlet, less than \$10,00.00 (no new work or upgrades)
Repair existing A/C Heating Unit, no ductwork or new equipment
Replace water closets, screens
Repairing existing roof covering less than \$500.00 CONTACT BUILDING DEPT BEFORE REPAIR
Remove/Replace Drywall on non-rated assembly less than 32 square feet.

THE FOLLOWING WORK DOES NOT REQUIRE A BUILDING PERMIT BUT MUST BE PERFORMED BY A PROPERLY LICENSED ANO TOWN REGISTERED CONTRACTOR

Installing Carpet or Decorative Molding	Locksmith & Window Repair less than \$1000.00
Installing interior doors, shutters & blinds	Interior wallpaper or painting
Refacing kitchen & vanity cabinets	Water closet repair
Lawn, pet control & pool maintenance	Replace window A/C unit
Deck spraying & pressure cleaning	Exterior painting