



Paradise Harbour Apartments INC.
ARCHITECTURAL MODIFICATION APPLICATION FORM

Date	Unit #
Folio Number(s)	
Owner Name	
Home Phone	Alternate Phone
Email	

CONTRACTOR INFORMATION

Company Name	Sub-Contractor Company Name(s)
Project Contact Name	
Phone	Email Address:
Expected Start Date:	Expected End Date:

TYPE OF MODIFICATION BEING REQUESTED (PLEASE DESCRIBE IN DETAIL INCLUDING MATERIAL, COLOR, SIZE, DIMENSIONS OR AREAS INVOLVED).

WILL YOU BE ALTERING PLUMBING, ELECTRICAL OR CONCRETE?
EXPLAIN

WILL YOU BE INSTALLING HARD FLOORING (MARBLE, TILE, ETC)?
_____ YES _____ NO

In order for your application to be considered, the following must be provided:

\$500 Holding Deposit- Common Area Purposes

Copy of Plans Printed and Digital (PDF or CAD format)

Copy of Contractors(s) License

An insurance Certificate reflecting at minimum General Liability (\$1 and workers Compensation coverage. Certificate Holder must be listed as additional Insured to General Liability and endorsed as follows: their respective Boards of Directors Paradise Harbour Apt INC.
300 Golden Isles Drive Hallandale FL 33009

Flooring Modifications will require additional documentation:

- Hard Surface Floor Installation Application
- Sample of soundproofing
- Sample of exterior balcony flooring
- Soundproofing and/or waterproofing specifications
- MSDS sheets
- Laboratory testing information
- City Notice of Acceptance for waterproofing

Upon Association approval, please provide the following to schedule commencement of work:
City Permit(s) to be displayed on the Unit door
Unit Access Authorization listing all authorized workers

Please return this form to:

Attn: Paradise Harbour Apts INC.
300 Golden Isles Drive Hallandale FL 33009
Email: Admin@paradise-harbour.com

I/We hereby make application to Paradise Harbour Apts INC. 300 Golden Isles Drive Hallandale FL 33009 for the above described item to be approved in writing.

I/We (jointly & severally) agree that the contractor will seal off the front door and balcony so that no debris will escape into the hallways, balconies or any other areas.

I/We (jointly & severally) understand, acknowledge and agree that all applications that include interior and/or exterior modifications or alterations, such as flooring, hurricane shutter, window treatments, and window screen protection must be reviewed and approved, in writing, by the Board of Directors.

I/We (jointly & severally) understand, acknowledge and agree that we are solely responsible and required to insure that any and all work proposed herein and/or completed to the unit to all Local, Municipal, State, and/or Federal Building Codes.

PARADISE HARBOUR APARTMENTS INC.
Hallandale Beach FL 33009 / Admin@paradise-harbour.com

**NOTICE AND ACCEPTANCE OF STANDARDS FOR CONTROL OF SOUND
TRANSMISSION AND IMPACT ISOLATION (Floor Coverings Notice)**

A PHOTO OF THE LAID SOUNDPROOFING MATERIAL MUST BE TAKEN BY A MEMBER OF THE BOARD.

I/We (jointly & severally) understand, acknowledge and agree that Pursuant this application (“Floor Coverings”), hard and/or heavy Paradise Apt INC. A CO OP Building

Surface floor covering, including, without limitation, tile, and wood, cannot be installed in any part of a CO OP unit, without the consent of The Board.

The Board shall not approve the installation of any hard and or heavy surface floor coverings unless the aggregates sound isolation and acoustical treatment carries a minimum Sound Transmission Classification (STC) of 55

And a minimum impact isolation Classification (IIC) of 55 on a 6' concrete slab. The Owner shall install the foregoing insulating materials in a manner that provides proper mechanical isolation of the floor coverings from any rigid part of the building structure, whether of the concrete sub-floor (vertical transmission) or adjacent walls and fittings (horizontal transmission)

If any installation of hard and/or heavy surface floor coverings shall be made in violation of these standards, the Board shall have the immediate right to prohibit any further installation or, if already installed, require that the floor coverings be removed at the Owner's expense and replaced with floor coverings and sound insulation which meets the above described standards. Compliance with such standards is mandatory, and shall be enforced for the benefit of all the Residence Owners in the buildings. Compliance may be enforced by Board in the Circuit Court in and for Broward County, Florida by an action seeking injunctive relief or specific performance. The undersigned acknowledges such rights and submits to the jurisdiction of the Broward Circuit Court for the enforcement of the standards described by adobe. In the event that a judicial proceeding shall be necessary, the Association's costs to make the required corrections and the Association's reasonable attorney's fees (including trial and appellate fees) and court costs shall be charged against the Owner and such amount shall be secured by lien in favor of the Association against the CO OP residence.

A copy hereof shall be maintained in the Association's records and maybe used in any enforcement proceedings.

I I We (jointly and & severally) understand, acknowledge and agree that we must provide the following documents for all Contractors and/or Sub-Contractors, and Design Professionals doing work pertaining to this project,

- Valid Occupational License
- Valid Certificate of Insurance evidencing General Liability and Workmen's Compensations coverage with minimum limits of \$1 and valid for a period of not less than 12 months, with a minimum thirty "30" day notice of cancellation required.
- All Certificates of Insurance must contain the required endorsement below:

PARADISE HARBOUR APARTMENTS INC.
Hallandale Beach FL 33009 / Admin@paradise-harbour.com

Paradise Harbour Apt INC. must be named as additional insured's under the respective General Liability policies.

I I We (jointly & severally) understand, acknowledge and agree that all Design Professionals, Contractors and/or SubContractors must comply with the CO OP Guidelines as set forth below:

The following information describes the operating procedures for your Design Professionals, Contractors and/or Subcontractors working in units located in Paradise Harbour Apt INC. Please review this information thoroughly. Failure to abide by these procedures may lead to excluding Design Professionals, Contractors and/ or Subcontractors from working on the property.

CONSTRUCTION

Before actual work can begin in a unit, the owner must complete all applicable forms, approval processes, and deposits as outlined on the Architectural Modification/Construction/Demolition Application (the Construction Checklist). Copies of the Construction Checklist and related forms are attached for reference. Contact the Property Manager for additional copies of forms, and for guidance and assistance. Instructions regarding construction and explanatory comments follow for the forms referenced on this document. Management may amend these forms and requirements from time to time under the direction of the Board of Directors. Contact the Manager for updates and current requirements.

ACCESS RULES AND REGULATIONS

By signing this form, the unit owner acknowledges receiving and understanding the Access Procedures and takes responsibility for ensuring all contractors working in the Unit comply with them. The unit owner, not the Association, is responsible for providing contractors with a key. Management will NOT provide keys.

ACCESS AUTHORIZATION

Access Authorization form must be completed to commencing of work in unit. Unit owner(s) are to identify the individuals who may enter the building to work in or visit the unit in the owner's absence.

CONCRETE CORE DRILLING - NOT PERMITTED

Due to the presence of post tension cables within the floor and ceiling concrete slabs, the concrete shall in no manner be disturbed - including installing small anchors.

HARD SURFACE FLOOR INSTALLATION

The Association must approve all hard flooring installations in advance. The flooring application is related to the Floor Coverings, which identifies special requirements of hard flooring installations. Upon completing the floor installation, the Contractor must sign an affidavit to attest the contractor's installation complies with all requirements. Installation of any type of flooring in all units, other than carpet, shall require a minimum of 70% coverage of the floor with area carpets or other sound absorptive floor finish to prevent disturbance to the unit below and must be approved in advance by the manager prior to installation. The request for installation must be accompanied by a sample of the materials to be used and a photo will be taken and placed in the unit's file.

MOVE IN MOVE OUT ACKNOWLEDGEMENT AND ELEVATOR RESERVATION

This form is used to schedule the service elevator for furniture deliveries, move-in/move out and for delivery of oversized construction materials. Please contact the Management Office at least 2 days in advance of your planned moving date. Construction materials. Please contact the Management Office at least 2 days in advance of your planned moving date. By completing this request form, the unit owner also acknowledges responsibility for any damage caused by the moving process to common areas, Associations equipment, or other property. A \$100.00 move in fee and a \$100.00 move out fee is required. \$500.00 holding deposit is to be provided prior to deliveries or work in the unit.

A 100.00 Move in/ Out security deposit fee for up 3 hours, A 100.00 Move in/ Out fee to use the elevator for more than 3 hours. \$500.00 holding deposit is to be provided prior to deliveries or work in unit.

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PLUMBING

- Any and all plumbing work must be performed by a licensed and insured plumber.
- Relocation/addition of plumbing requiring core drilling is not permitted.
- Removal and capping off of plumbing fixtures is permissible only if adjacent areas are not affected.
- Removal and re-set of existing plumbing fixtures (i.e. for flooring installation or replacement of fixture) must be performed by a licensed plumber. Wax rings improperly set will cause leakage to the Unit below and result in unnecessary damages and expense.
- If any appliance that is connected to a water line or drain is removed during the course of flooring installation or any other type of construction, a licensed plumber must be hired to reconnect and reinstall that appliance
- Accessing lower Units to perform plumbing modifications is not permitted.
- Use caution when drilling screws into the walls. There may be electrical and plumbing lines in the walls.
- Appliances are installed in accordance with the manufacturer's requirements. During flooring installation, appliances may require removal and reinstallation. Installer must follow the manufacturer's requirements.

WATER SHUTDOWNS

Any improvement requiring the shutdown of fire sprinklers or any changes in the water supply lines require permitting from the City and/or County. Owner must advise Manager a minimum of one week in advance to schedule work.

NOTICE TO OWNERS AND CONTRACTORS

- Management retains the right to deny access to, or remove any contractor who fails to meet the standards set forth in this document or other verbal written standards as dictated by Management on behalf of the Board of Directors.
- The unit owner will be held responsible for any damage caused by their contractor in the building or on the property including the common areas of the property resulting from the contractor's construction work or negligence.
- Contractors may only travel to and from the designated parking area and building and/or unit in which they are registered to work.
- Contractors shall not smoke in condominiums or common areas.
- Contractors must be licensed and insured to perform the work for which they were hired.
- Neither Management nor the association is responsible for supervising, directing or managing contractors or their services to unit owners.
- No contractor will be given access to a unit prior to the unit submitting all necessary documents to the Manager
- No type of advertising or solicitation by contractors or service vendors is permitted in the CO OP. To prevent any potential damage to your unit while work is being done, the following suggestions might be helpful:
- Make sure your flooring contractor is aware that your sinks, showers, and water closets cannot be used for disposal of left over thin-set or grout.
- The unit owner will be held responsible for any damage caused by their contractor in the building or on the property including the common areas of the property resulting from the contractor's construction work or negligence.
- Contractors are required to protect the halls from hazardous materials and from heavy objects. Protection to common area halls is a requirement prior to commencement of work.

SMOKE DETECTORS/SPEAKERS-UNIT

During the installation of flooring, drywall, alterations and similar work, smoke detectors can be falsely activated and damaged by dust. Special care must be taken to protect these devices during the improvement. The City of Hallandale Beach Fire-Rescue is required to be present for all system resets. "False Alarms" due to contractor negligence are subject to fines by the City of Hallandale. Please make every effort to comply by covering sensors during work.

The auditory speakers are part of the fire safety system and must not be removed for painting or general aesthetic by any contractor. Please contact Management for further information,

The fire sprinklers may not be painted. Please also note, over spray may cause damage to sensors and necessitate the replacement of sprinklers at unit owner's expense.

Contractors tampering with the safety systems in the building are subject to back charges for damages and unit owners will be financially responsible for any necessary repairs.

WORKING WITHIN COMMON AREAS IS NOT PERMITTED

No work is to be performed in common areas or services hallways. Cutting materials in the stairwells, services halls or in the unit balconies is strictly prohibited. This is immediate term for fine.

SMOKING is strictly prohibited in all common areas and in the vicinity of hazardous conditions. This includes balconies. Disposing of cigarette butts out of the balconies are grounds for immediate removal from the property and fined.

SAFETY

All contractors shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to all employees performing any of the customization work and all other persons who may be affected. Contractors shall exercise the utmost care in the usage or storage of flammable or other hazardous materials or equipment used in the performance of work.

Combustible equipment is not allowed and shall not be stored in any unit. The use of propane tanks is not permitted in the building.

Please remember, any lack of cooperation will only serve to delay the completion of the improvements being performed. It is our intent to facilitate the process of improvements while minimizing the inconvenience to other Unit Owners and work in progress. At the same time we must make every effort to minimize the possibility of damages throughout the property and maintain a safe working environment.

If you have any questions regarding any of the above procedural information, please contact the Management office for clarification.

Please DO NOT anticipate:

- To begin working without required documentation, approval and authorizations;
- To be permitted special consideration for untimely or inappropriate requests;

- To work on the property without maintaining proper conduct and strict observances of all procedural requirements;
- To solicit or distribute advertising or promotional material on the property.

I/We acknowledge receipt of the “Decorator & Contractor Guidelines”, and understand that as a Unit Owner, I/we are liable for the expense of fines, damages, repair and other related expenses, etc. due to the negligence of my/our agents, employees. I/We agree to comply with all procedural information concerning Modifications/Alterations and Improvements.

I/We (jointly & severally if more than one) understand and agree, release, indemnify, defend and hold harmless the Paradise Harbour it's Board of Directors, officers, agents and/or assigns, employees, lessees, guests and invitees as well as all members of the Association(s) from and against all claims, damages, losses, and expenses, including attorney’s fees, at both trial and appellate level, arising out of or resulting from the contractor or vendor’s entry to the undersigned’s residence and the work performed by thorough or under them. This indemnification shall extend to all claims and damages, including consequential damages, losses, expenses attributable to bodily injury, death, and to damages, theft, injury and destruction of real or personal property including loss of use resulting therefore arising out of or resulting from the work performed by the contractor or vendor and entry into the undersigned’s residence.

I/We (jointly & severally) understand and agree, that any violation of the above listed will be subject to \$100 fine per day per occurrence. Any and all damaged to common elements including the service elevator will be charged back at contractor’s expense.

I/We have read this release and understand and agree to all of its terms. I/We execute it voluntarily and with full knowledge of its significance.

In witness whereof, the undersigned have executed this Release the day and year set forth above.

Owner/Applicant

Date:

Owner/Applicant

Date:

Witness:

Date:

Witness

Date:

STATE OF FLORIDA

Sworn and subscribed to me on this day of 20 personally appeared and who is personally known to be me/have shown _____, proof of identification are the individual(s) who have _____, executed the document.

My Commission Expires:

Notary Public, State of Florida
