

Doral Gardens Condominium Association

Managed By:

Exclusive Property Management Group

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Application to Modify, Alter, Add, Remove, Repair or Improve the Inside or Outside of a Condominium Unit

Any homeowner wishing to make a modification, an alteration, add, remove, repair or improve their unit must complete and return this form.

*** WORK MAY NOT COMMENCE UNTIL THIS FORM HAS BEEN APPROVED IN ACCORDANCE WITH THE ASSOCIATION BY-LAWS, RULES and/or REGULATIONS and a copy of the permit(s), license(s) and proof of insurance(s) are given to the Management office.**

* It is homeowners responsibility to refer to the Association By-Laws, Rules and/or Regulations for guidance.

* All work must be completed within three (3) months of approval date.

* Homeowner is responsible to obtain all necessary City, County or State permits.

* It is the homeowner's responsibility to inquire with the Authorities if any such permits are required.

* Only licensed and insured contractors, providers or workers can perform the work.

* Homeowner can perform their own work but must submit copy of proper liability insurance.

* Contractors/vendors/workers will not be granted access to the community until all requirements are met.

Name of Owner: Unit No.:

Owners Address: City: St: Zip:

Daytime Phone: Email Address:

Approval is hereby requested for the following modification(s), alteration(s), addition(s), removal(s), improvement(s) and/or repair(s) as described below and/or on the attached pages. I have indicated below what type(s) of change(s) i wish to make. I have included specifics, inclusive of but not limited to, what type of material, color, shape, style, dimension, etc. as well as drawings, diagrams, brochures, etc. I further attach pictures of my unit, as of today's date, where these changes are to take place.

Is this a re-submittal: Yes No

Is this in response to a violation: Yes No If yes, attach copy of the violation.

Is work being performed by owner: Yes No If not, name of contractor:

Contractor License No.: Contractor Insurance Carrier:

Contractor Insurance Policy No.:

Work to be performed in (check all that apply):

Kitchen/Pantry Living/Dining Area Hall Closet Patio/Balcony A/C Blower A/C Condenser
 Main Bedroom Main Bedroom Closet Main Bathroom Other: Specify
 2nd Bedroom 2nd Bedroom Closet 2nd Bathroom

Work to be performed will involve (check all that apply):

Electrical Plumbing Mechanical Carpentry/Sheet Rocking Wall Tiling Floor Tiling

A photograph of the proposed work area and a drawing or site plan of the proposed work is to be included with this application. Please indicate below what type of changes or alterations you wish to make. To prevent delays, please be specific indicating what type of materials, color, shape, style, dimensions, etc... will be used.

Page 1 of 4, Doral Gardens form no. 101-1 Ver 1.1 Effective 01/16/2020 Owners Initials Contractor Init

Describe in details the work to be performed:

Check here is more space is required and continue on additional paper.

- Attachments: Drawings Product Brochure Product Details/Specifications Pictures Diagrams
 Permits Licenses Insurance Binder addressed to Doral Gardens Condominium Association
 Security Deposit check for \$500.00 payable to Doral Gardens Condominium Association

Please read all pages entirely. Please make sure to include all paperwork and documents noting the attachments above. All work is subject to all applicable permit requirements, all applicable governmental and Association laws, statutes, rules, regulations, orders and decrees. Neither the Board of Directors, nor any member thereof, shall be liable of the Association, any homeowner, or any other person or entity for any loss, damage, or injury arising out of, or in any way connected with, the performance or non-performance of this work or of the board duties hereunder, unless due to willful misconduct or bad faith of a member, and only that member shall have any liability. The board shall review and approve or disapprove all plans submitted to it for any proposed work solely on the basis of aesthetic consideration, how it affects the common areas (visible or invisible) and how it would affect the immediate vicinity. By signing here below, you agree and understand your responsibilities and liabilities, and that you remain fully responsible for any damages, losses, disruptions and injuries this work may cause to Association property, communal grounds and areas and to property owned by others.

Print Owner Name Date:

Owner Signature

Print Contractor/Worker Name: Date:

Contractor or Worker Signature

This section for Exclusive Management use only:

Date Application Received: Received By

Date Application Started Review: Reviewed By

Acct. No. Amt of outstanding balance \$ Have Access Key Yes No

Date Application Completed Review: Completed By

Approved Date of Approval Approved By

Denied Date of Denied Denied By

Additional Information:

This section for Doral Gardens Condominium Association Use Only:

Date Application Received: Received By

Date Application Started Review: Reviewed By

Date Application Completed Review: Completed By

Approved Date of Approval Approved By

Denied Date of Denied Denied By

Additional Information:

Excerpts from the Doral Gardens Condominium Association By-Laws which may affect this application. Please note, these are not the only rules or regulations affecting the outcome of this application. It is the homeowner's responsibility to investigate all to properly prepare this application and to be informed.

Prospectus for Doral Gardens Condominium, section 11, part f, page v: Make no alteration, decoration, repair, replacement or change of the Common Elements or to any outside or exterior portion of the building without the prior written consent of the Association. Notwithstanding any restriction, Rule or Regulation, all Unit owners may display one portable removable United States Flag in a respectful way.

Prospectus for Doral Gardens Condominium, section 11, part g, page v: Allow the Board of Administration or the agents and employees of the Association to enter any Unit for the purpose of maintenance, repair or replacement of any Common Elements or building system or for making emergency repairs which are necessary to prevent damage to the Common Elements or to another Unit or Units.

Prospectus for Doral Gardens Condominium, section 11, part j, page vi: Make no repairs to any plumbing, air conditioning systems or electrical wiring within a Unit, except by plumbers, repairmen or electricians authorized to do such work by the management of the Association. Plumbing, air conditioning and electrical repairs within a Unit shall be paid for and be the financial obligation of the Owner of the Unit. The Association shall pay for and be responsible for plumbing, air conditioning repairs and electrical wiring within the Commons Elements. The Association shall have the right to exclude any unauthorized repairmen from the Condominium.

Prospectus for Doral Gardens Condominium, section 11, part l, page vi: Not replace and/or remove screens, жалousies or other enclosures on balconies, patios or terraced or other parts of the building, even though such areas may be Limited Common Elements, except with prior written approval of the Board of Administration.

Prospectus for Doral Gardens Condominium, section 11, part m, page vi: No balconies, patios or terraces shall be extended, enclosed or decorated in any way whatsoever by a Unit Owner without the prior written consent of the Board of Administration.

Prospectus for Doral Gardens Condominium, section 11, part n, page vi: Except as otherwise provided herein, not divide or subdivide a Unit for purpose of sale or lease, except that a Unit may be combined with a contiguous Unit and occupied as one dwelling unit.

Prospectus for Doral Gardens Condominium, section 11, part s, page vii: The Board of Directors shall have the right to promulgate rules and regulations regarding soundproofing of floors in connection with the installment of floor coverings.

Prospectus for Doral Gardens Condominium, section 11, part t, page vii: Owners may not do any construction or renovation without written notification to the Association at least seventy-two (72) hours in advance. The Association may reasonably restrict the time and manner of construction. Unit Owners must provide the Association with a \$500.00 security deposit prior to commencing construction or renovation.

Prospectus for Doral Gardens Condominium, section 11, part u, page vii: Owners must provide copies of proper permits, licenses and insurance certificates and plans and specifications to the Association before commencing with work. Owners must use only properly licensed workers.

Prospectus for Doral Gardens Condominium, section 11, part v, page vii: All construction or renovation in Units may be done on Monday through Friday during the hours of 10:00 a.m. to 5:00 p.m.

Prospectus for Doral Gardens Condominium, section 11, part y, page vii: Owners must provide security with at least one set of keys to their Unit(s), in case of emergency.

Schedule "6", Rules and Regulations, section A, part 2, page RR-1: The exterior of the Condominium Units and all other exterior areas appurtenant to a Condominium Unit, including, but not limited to, balcony walls, railings, ceilings or doors, shall not be painted, decorated or modified by a Unit Owner in any manner without the prior consent of the Association.

Schedule "6", Rules and Regulations, section A, part 3, page RR-1: To maintain harmony of exterior appearance, no one will make any changes to, place anything on, affix anything to, or exhibit anything from any part of the condominium or association property that is visible from the exterior of the building or from the common elements without prior written consent of the directors.

Schedule "6", Rules and Regulations, section A, part 10, page RR-3: The association shall retain a passkey to the units, and the unit owners shall provide the association with a new or extra key whenever locks are changed or added for the use of the association pursuant to its statutory right to access to the units.

Schedule "6", Rules and Regulations, section A, part 13, page RR-3: Lawns, shrubbery, or other exterior plantings will not be altered, moved, or added to without permission of the association.

Schedule "6", Rules and Regulations, section A, part 17, page RR-3: Moving furniture and other property into and out of units must take place Mondays through Saturdays between the hours of 8:00 a.m. and 5:00 p.m. only. Moving vans and trucks used for this purpose will remain on condominium property only when actually in use.

Schedule "6", Rules and Regulations, section A, part 18, page RR-4: Repair, construction, decorating, or remodeling work will be done on Mondays through Saturdays between the hours of 8:00 a.m. and 5:00 p.m. only, and the rules for decorators and subcontractors must be complied with.

Schedule "6", Rules and Regulations, section A, part 21, page RR-4: Nothing, including, but not limited to, radio or television aerials or antennas, signs, notices or advertisements, awnings, curtains, shades, window guards, light reflective materials, ventilators, fans or air conditioning devices, or other items shall be attached or affixed to the exterior of any Unit or balcony/terrace or exposed on or projected out of any window, door or balcony of any Unit without the prior written consent of the Association. No one shall alter the outside appearance of any window of any Unit without the prior written consent of the Association. The consent of the Association to all or any of the above may be withheld on purely aesthetic grounds within the sole discretion of the Board of Directors of the Association.

Schedule "6", Rules and Regulations, section A, part 22, page RR-4: The board of administration shall adopt hurricane shutter specifications for each building within each condominium operated by the association, which specifications shall include color, style and other factors deemed relevant by the board. All specifications adopted by the board shall comply with the applicable building code.