

Keystone Villas Condominium Association
Request for Approval for Architectural Modification

(Approval of this form could take up to 14 business days. Make sure you submit with ample time prior to commencement of work.)

To: Board of Directors and/or Architectural Committee for Keystone Villas Condominium Association

From: Owner(s) Name: _____ Unit # _____

Address: _____

Day Phone: _____ Evening Phone: _____

In order to Process this Application, the following must be attached:

1. This completed application
2. Description and specification of the proposed modification. (Example: Color, Style, Type, etc: As Appropriate)
3. Contractor's License & Insurance
4. Copy of County Permits (If applicable)
5. Refundable deposit of \$250.00 payable to Keystone Villas Condominium Assn.

I/We are hereby requesting to make the following modification, alteration or addition as described below. (Attach additional page(s) if necessary.) _____

Contractor Information

Company Name: _____

Address: _____

Phone: _____ Fax: _____

License #: _____ Insurance Policy#: _____

I/We agree to the following terms as described below:

- You are responsible for obtaining any necessary permits from the appropriate building and zoning departments.
- Access to areas of construction are not to be made through the lobby of the property and you are responsible for any damages incurred to common property, other property and personal injury as a result of this modification as well as any additional maintenance cost that may be incurred.
- All construction debris must be removed on a daily basis from the property by the contractor. It is the responsibility of the unit owner to make sure all common areas including elevator, hallways, carpeting etc. are left clean on a daily basis while under construction / modification.
- All contractors must be properly licensed, bonded and insured for liability and workers' compensation. Proof of such is **REQUIRED** prior to the commencement of the modification.
- In the event of an accident, the Association will hold the unit owner/s personally liable for any and all claims, injuries and defense cost.
- All installations will be of professional design, quality and material.
- Construction hours are **Monday through Friday from 9am to 5pm ONLY**. Be advise that this is your warning, failure to comply will result in a fine.
- If work commences prior to the approval of this request by the Board/Committee, the unit owner maybe **FINED \$ 100**.

Signature of Owner(s) _____ Date: _____

(For Board of Directors and/or Architectural Committee Use Only)

Date Application Received: _____ Date of Approval or Disapproval: _____

Approval Granted: _____ subject to additional requirements as noted on attached page(s). (___ Check if applicable)

Approval Denied: _____ Explanation: _____

Member of the Board of Directors:

Signature: _____ Print Name: _____

KEYSTONE VILLAS CONDOMINIUM ASSOCIATION ARCHITECTURAL MODIFICATION RULES AND PROCEDURES

CONSTRUCTION & UNIT UPGRADES

1. Unit owners planning to make upgrades/ renovations/ alterations to the interior of their unit, must contact the Management Company, and request an Architectural/Modification Form. Complete this form with the description of work to be done. Deliver it to management for Board approval prior to commencement of any work; otherwise, resident will be fined.
2. You **MUST** include attached to the form: Contractor's license, insurance, and necessary permits from the appropriate building and zoning departments.
3. A refundable deposit of \$250.00 payable to Keystone Villas Condominium Assn. is required prior to commencing any work and must be submitted along with the ACC form.
4. Elevator must be protected before any materials are brought to the unit and during the construction/renovation/upgrade of the unit.
5. It is the responsibility of the unit owner to make sure that **ALL DEBRIS IS REMOVED FROM THE CONDOMINIUM BY THE CONTRACTOR**, and hallways, carpeting and elevators left clean daily while the construction is being done. Carpets must be covered and secured with commercial grade plastic or canvas while construction is taking place from the elevator to the unit. No debris should be left by the contractor or resident in the building's dumpster.
6. Access to areas of construction is **NOT to be made through the lobby of the property** and the resident is responsible for any damages incurred to common property, other property, and personal injury as a result of this modification as well as any additional maintenance cost that may be incurred.
7. In the event of an accident, the Association will hold the unit owner(s) personally liable for any and all claims, injuries, and defense cost.
8. Construction and up-upgrades are **ONLY** to be done Monday through Friday from 9 am to 5 pm. Saturday from 9 am to 1 pm is limited to minor repairs.
9. New flooring is not permitted without approved soundproofing beneath it. Minimum requirement soundproofing for hardwood floors/Tile/Vinyl is 70 IIC and STC rating, for carpets it should be 80 oz or better. Specifications **MUST** be submitted to Management/ Board of Directors along with the ACC form for approval prior to commencing any installation.
10. No unit owner or resident of a unit shall install wiring for electrical or telephone installations, nor install any type of television antenna/dish, machinery, or air conditioning equipment, etc., except as authorized in writing by the Board of Directors of the Association through an ACC form.

Signature of Owner(s) _____ Date: _____

Signature of Owner(s) _____ Date: _____

Signature of Contractor(s) _____ Date: _____