**Port Royal Condominium - Policies and Procedures**

**PORT ROYAL CONDOMINIUM**



**OVERVIEW – Unit Modification - Port Royal Condominium**

**Description**:

Any modification that encompasses interior wall or structural change; affects building appearance; which has the potential to impact the electrical, plumbing, venting, telephone or cable systems of the building; changes to or replacement of floor covering must be submitted to the Board of Directors (BOD). The submission must include written plans, the “REQUEST TO MODIFY CONDOMINIUM UNIT FORM”, and all other required documentation. (Per Declaration of Condominium Section IX, page 14, section D)

Written approval from the BOD IS REQUIRED **BEFORE** COMMENCEMENT OF WORK, whether performed by owner or licensed & insured vendor.

NOTE: If an owner is unsure about the desired project, they should consult with the BOD for guidance before entering into any contracts with vendors.

These requirements and guidelines are to assure that modifications will not compromise the structural design integrity of the buildings and assure that all work is being performed by licensed and insured contractors and subcontractors in accordance with Florida and Cocoa Beach Building Codes.

**Requirements**:

1. Submit plans, documents and receive BOD approval in accordance to Procedure below before any work begins.
2. All planned work will be done according to Florida and Cocoa Beach Building Codes.
3. Owners are required to only use licensed and insured contractors **and** subcontractors as stated in the Florida and Cocoa Beach Building Codes and who have the insurance as stated:
	* Automobile Liability Insurance
	* General Liability Insurance and
	* Workers’ Compensation Insurance
	* Certificate of Liability Insurance sheets are required to name Port Royal Condominium, Inc as an additional insured.
4. Owner or contractor must secure required permits prior to start of any work on the project. (Until the BOD approves the request, it is recommended that the permit submittal be limited to the proposed Permit Number.)

See <https://www.cityofcocoabeach.com/136/Building> for code/permit requirement information. Note, always check with the city for any recent permit changes.

1. Unit owners or a designated person must be present during project to oversee the work/project and respond to emergencies should they arise.
2. Major alterations/construction work is to be performed only:
	1. 8:00 am to 5:00 pm Monday thru Friday
	2. Saturday – **Only with BOD approval**
	3. No work on Sundays or major holidays
	4. Emergency alterations/construction may be approved by only one BOD member with concurrent notification to the BOD. (example – electrical, fire or plumbing issues).
	5. Contractors may not use tools and/or equipment on the public area walkway. They may use the interior of the unit or the unit’s balcony.
	6. If contractor requires a dumpster, it will be placed in the west parking lot and removed/emptied when full.
3. Contractor will remove all debris and sweep and clean all affected areas of the community property including the elevator on a daily basis. **At no time will any construction materials be placed in the community dumpsters.**
4. Owners must remind workers to park in the west parking lot and not in “Resident Spaces”.

**Specific Requirements:**

1. For Flooring
	1. No contractor or owner will be allowed to drill into the concrete flooring, ceiling or exterior wall without first performing a profometer test by a licensed contractor with the report submitted to the BOD for approval.
	2. First floor owners –

A vapor barrier must be affixed to the concrete slab to protect the cement and help deaden sound from side to side.

* 1. Second thru Fifth floor owners –

Hard floor coverings (including tile, vinyl, and hardwood) must have a sub-layer of sound dampening material permanently bonded to the floor surface. It should have noise reduction properties with a **preferred** Impact Insulation Class (IIC) of 55, **but no less than** minimum IIC rating of 50 as stated on the product information label. For more information on this subject you can go to the following sites: <http://www.mlacoustics.com/PDF/Condo.pdf>) and <http://www.floridabuilding.org/fbc/commission/fbc_0512/commission_education_poc/528/528-0-material.pdf>.

1. Additional specifications in Unit Modification Permit/License Requirements.

**Applicability:**

All unit owners.

**Changes that DO NOT need BOD approval**:

* Cosmetic changes, such as interior painting and ceiling fan replacement do not require BOD approval.
* Exterior hurricane shutter box maintenance that is the responsibility of the owner.

**dex Item III**

**PR – UMF1**

**Permit/License Requirements – City Of COCOA BEACH**

| **MODIFICATION AND REQUIREMENTS** | **BOD****Approval** | **Permit\*** |
| --- | --- | --- |
| **Air Conditioning Units** 1) Requires City permit not BOD approval but must notify Maintenance Officer, (Bob) two days in advance of replacement.2) Removal and installation of roof units must be done by crane.3) Must follow “Roof Access” guidelines | NO | YES |
| **Bathrooms** 1) Significant changes to furnishings, plumbing and electrical services, must be performed by a licensed contractor with proper City permits and insurance. 2) Any hard flooring must meet criteria for Hard Surface Flooring  | YES | YES |
| **Electrical Wires, Cables, Telephone Lines, Etc.**1. Must be done to code by a licensed contractor with proper permits and insurance or by authorized representative from the appropriate company.
 | NO | YES |
| **Hard Surface Flooring and Carpeting**1. Must have underlayment that allows the composite of the flooring and the underlayment to achieve an IIC noise rating of 50 db, consistent with the Florida Building Code, with a target of 55 db, if achievable.
2. Hard flooring installed on the first floor must have a vapor barrier affixed to the concrete slab.
3. Installation of carpet does not require sound deadening underlayment.
 | YES | NO |
| **Hurricane Shutters** 1. Requires City permit using a licensed and insured installer.
2. Roll down shutters are permitted for any window. Accordion shutters may be used on corner unit balconies that exceed 50 feet.
3. Spacers on all bottom rails are required to allow for easy water flow.
4. Exterior hurricane shutter box maintenance is the responsibility of the owner.

  | YES | YES |
| **Wall Changes** 1) Must submit modification plans with drawings, etc., to be done to code by a licensed contractor with proper City permits and insurance as wall changes may involve plumbing and electrical changes.2) Any impact to air ventilation supply or return must be addressed in the drawing by a qualified mechanical engineer. | YES | YES |
| **Water Heater** 1) Requires City permit but no BOD approval. New water heaters must have a pressure relief tank installed to meet code.2) If installing a tankless system, all work must be done by a fully insured and licensed plumber & electrician. | NO | YES |
| **Windows & Sliders** 1) Must conform to Florida Building Code.2) If installing Hurricane Resistant windows & sliders, the current State of Florida Hurricane Resistant Glass Codes must be met.3) All glass must have a gray tint and meet all Marine Life codes.4) The new window or door must match design of the removed window or door and must have a white exterior frame of either vinyl or aluminum construction5) Must be installed by authorized company with proper permits and insurance.6) **All** fasteners must be stainless steel, and sealed at the time of installation. | YES | YES |

\* Always check with the City of Cocoa Beach for recent permit changes and code/permit requirement information.

<https://www.cityofcocoabeach.com/136/Building>