

<p align="center">REQUIREMENTS FOR UNIT MODIFICATION (All boxes must be checked & all required documents submitted – Incomplete submissions will be returned)</p>	<p align="center">CHECK BOX</p>
1. READ Policies & Procedures: P&P-04-5(R4/22) <i>Unit Modification</i> and R-08-1(R22) <i>Vendor Insurance Certificates</i> and provide a copy to the installing vendor.	
2. COMPLETE Unit Modification Form F-04-8 (included in P&P)	
3. ATTACH a copy of the Project Contract with financial info redacted	
4. ATTACH copy of: <ul style="list-style-type: none"> a. Each contractor and sub-contractor's License b. Each contractor and sub-contractor's Certification of Insurance for General Liability, Vehicle Liability, Workers Compensation – all noting Port Royal Condo Assn, Inc as an "Additional Insured". 	
5. FLOORING PROJECT: ATTACH a complete copy of plans, materials and spec sheets for all flooring materials to be used. <u>IMPORTANT</u> – the Association needs the Independent Test Results <u>ASTME 492 for an 8-inch thick concrete slab</u> of any sound deadening product proposed for hard flooring to ensure it meets the Florida and Brevard County Codes. Please review the P&P carefully for these requirements	
6. ATTACH copy of Proposed Permit Number. Note: all permits must be obtained before the start of any work.	
7. SUBMIT ALL OF THE ABOVE TO THE BOD FOR REVIEW	
8. ONCE BOD APPROVES, SUBMIT \$250.00 refundable damage deposit one week prior to commencement of any work.	
9. Owner is responsible for instructing workers to: <ul style="list-style-type: none"> a. park only in the west lot behind the garages b. place dumpster if needed only South West corner of the parking lot behind garages. 	
10. If owner absent during project, must designate person by name who will assume responsibility for all work activity.	

Port Royal Condominium - Policies and Procedures

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.
5. Unit owners or a designated person must be present during project to oversee the work/project and respond to emergencies should they arise.
 6. Major alterations/construction work is to be performed only:
 - a. 8:00 am to 5:00 pm Monday thru Friday
 - b. Saturday – **Only with BOD approval**
 - c. No work on Sundays or major holidays

- d. Emergency alterations/construction may be approved by only one BOD member with concurrent notification to the BOD. (example – electrical, fire or plumbing issues).
 - e. 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.
 - f. If contractor requires a dumpster, it will be placed in the west parking lot and removed/emptied when full.
7. 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.**
 8. Owners must remind workers to park in the west parking lot and not in “Resident Spaces”.

Specific Requirements:

1. For Flooring
 - a. 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.
 - b. 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.
 - c. 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.

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.
- Replacing carpeting with carpeting does not require BOD approval
- Exterior hurricane shutter box maintenance that is the responsibility of the owner.

Permit/License Requirements – City Of COCOA BEACH

<u>MODIFICATION AND REQUIREMENTS</u>	BOD Approval	<u>Permit*</u>
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
Balcony 1) Attaching anything to Ceilings, walls, railings, or floor by nail or screw is prohibited. 2) Screened in porches are only allowed on the ground floor of each building	NO	NO
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 3) A drawing or blueprint is required for significant changes to furnishings, plumbing, or electrical services	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	YES	YES

<u>MODIFICATION AND REQUIREMENTS</u>	BOD Approval	<u>Permit*</u>
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.		
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 construction 5) 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>

PROCEDURE

Owner who wishes to make a NON-COSMETIC modification to their unit must adhere to the following procedures. All requirements specified in this document and as specified in **Unit Modification Permit/License Requirements** (attached) also applies.

- 1- Read the P&P 04-5 (R5/21) for requirements and guidelines. Follow guidelines listed under “*Index Item I – Requirements prior to Unit Modification*” of this document. If owner is doing the work themselves, a unit modification application must still be submitted.
- 2- Owner contacts the companies to obtain necessary information and decides materials to use.
- 3- Owner completes the Request to Modify Condominium Unit form and submits the signed and completed form with required documents to the BOD
- 4- BOD may deny approval, with reasons. Owner can correct the reason for denial and re-submit for approval.
- 5- BOD approval received. Work can only be started AFTER THE APPROVAL of the BOD.
 NOTE: The contract should not be signed, or payment made until after approval is given by the BOD in writing.

F-04-8 (Rev 9/22)

Port Royal Condominium Association, INC.

REQUEST TO MODIFY CONDOMINIUM UNIT

:

Date: _____ Unit: _____

Name: _____

Home Phone: _____ Cell or Work Phone: _____

E-Mail Address: _____

Date of commencement of work desired: _____

Total days expected to complete project: _____ **

*** Limited to 2 weeks unless written permission from Association is received.*

I hereby request permission from the Port Royal BOD to make the following modification, alteration or addition to my unit and submit the following information **along with all required documentation per Index Item I** in support of the request. I understand I take full responsibility, financial and other, for any damage done to my unit, the limited common elements and the common elements done by myself or my hired contractor(s) and am prepared to repair or replace any damage done. If any additional work becomes necessary, I will submit a new modification form for approval.

BRIEF DESCRIPTION OF PROPOSED MODIFICATION: (Please be specific)

Unit # _____

Which Room(s): _____

Flooring Replacement: yes/ no

Existing Floor:

Carpet _____

Tile _____

Wood _____

Change to:

Carpet _____

Tile _____

Wood _____

Laminate _____

Change out windows: yes / no From: _____ To: _____

Kitchen changes: Cabinets, counter tops, other: _____

Bathrooms:

Other: (Electrical, plumbing, wiring, etc.):

DOES THE CHANGE INVOLVE ANY STRUCTURAL CHANGES TO THE UNIT? Yes / No

Unit Modification Procedure as Approved by the Board of Directors on February 29, 2024

NAME OF ALL CONTRACTORS & SUB-CONTRACTORS, STATE LICENSE NUMBER AND INSURANCE INFORMATION (INCLUDING WORKERS COMPENSATION):

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

OWNER HAS INFORMED CONTRACTOR OF THE DAYS AND TIMES WHEN WORK IS ALLOWED ON THE CONDOMINIUM PREMISES: ___ Yes / ___ No

Submitted this _____ day of _____, 20__ Unit # _____

Signature of Owner _____
(My signature indicates I have read, understand and will comply with P&P 04-5 Unit Modification.)

Print Owner's Name _____

Application Submitted By: _____ Date _____

Date Submitted to BOD for approval: _____ Date _____

Board of Directors Action: _____ Date _____

Notes: (Add additional sheets if needed)

(IMPORTANT REMINDER: Refer to Index Item I, REQUIREMENTS PRIOR TO UNIT MODIFICATION to ensure all required documentation is included.)



PORT ROYAL CONDOMINIUMS

1700 NORTH ATLANTIC AVE., COCOA BEACH, FLORIDA 32931

To all vendors or contractors who are considering a bid on Port Royal projects:

Port Royal Condominium Association, Inc. requires that all vendors and contractors confirm that the following coverages and limits of insurance are in effect before considering a bid to complete projects offered by Port Royal or its unit owners.

- **Automobile Liability Insurance** including Non-owned Auto & Hired Car coverages with a combined single limit of \$100,000 for bodily injury and property damage.
- **General Liability Insurance:**
 - Bodily Injury and Property Damage - \$1,000,000 each occurrence;
 - General Aggregate - \$1,000,000;
 - Personal & Advertising Injury - \$1,000,000; and
 - Products-Completed Operations Aggregate of - \$1,000,000
- **Workers' Compensation Insurance** Statutory coverage with an Employer's Liability limit of \$100,000 each accident, \$100,000 each disease limit and \$500,000 disease policy limit.

Once the bid has been awarded, the General Liability policy must be endorsed adding Port Royal Condominium Association Inc. as an additional insured in the policy.

A certificate of insurance confirming that the above coverages are in effect must be submitted to the Association prior to commencing work on the property.

Board of Directors

Port Royal Condominium Association, INC.

APPROVAL OF MODIFICATION OR ALTERATION

Name _____ Unit _____

You are hereby notified that your submitted application was reviewed and the Board of Directors and has been _____ approved _____ denied. The proposed modification or alteration requested by you on:

_____ to remodel the _____ in unit _____.
Work to be done by _____

All product spec sheets and insurance certs have been received and reviewed.

Work to begin _____ and last _____ weeks. The owner is responsible for notifying the President of any work that may affect other residents so a Construction Noise Notice can be issued.

If owners, _____ will be out of state for much of the time, they are appointing _____ to act in their stead.

Owner must remit possible damage check for \$250.00 just prior to job start – which will be returned or destroyed at completion of job.

This approval is limited strictly to the modification or alteration described in the plans and specifications submitted by you and must be performed by the contractor shown on your application. All work to be conducted only on the days and times per Port Royal Condominium Policy.

This approval will be revoked immediately if a change is made in the contractor performing the work or if there is a departure from the approved plans and specifications.

In accepting this approval, you shall assume responsibility for any damage resulting from the modification or alteration. You must restore the remaining or damaged condominium property to its original condition at the conclusion of the work authorized by this approval including the removal of all debris and cleaning of any affected common or limited common areas.

BOARD OF DIRECTORS ACTION: _____ Approve _____ Deny

/s/ _____, *President*

Date