



POINT EAST ONE CONDOMINIUM CORPORATION, INC.

Telephone: 305 931 3960 Ext-1
Fax: 305 931 6892

2895 Point East Drive
Aventura, FL 33160

A 55 and Older Community
E-Mail: pointeastcorp1@gmail.com

ARCHITECTURAL MODIFICATION FORM

The Undersigned, owner of Unit # _____ and the Undersigned Contractor hereby agree to abide by the Rules and Regulations below, regarding the following installation and/or changes in the Unit: (Explain in detail all the work that will be done in the Unit).

CONTRACTOR (S) NAME: _____ License: _____
DATE WORK WILL START: _____ DATE WORK WILL FINISH: _____

The following is required by Point East One Condominium prior to commencement of work:

- A Certified Check/Money Order for \$250.00 is required as Security Deposit; for any Architectural Modifications done in your Unit.
- A copy of the Contractor's License, Insurance and workman's Compensation. (must have Point East One Condominium as a Certificate Holder).
- All installation(s) must be approved by the Board of Directors and must meet the South Florida Building Codes, if applicable.
- Is the Contractor's and Unit Owner's responsibility for any & all clean-up and removal of any and all debris, or the \$250 deposit will NOT be returned.
- All construction debris must be discarded outside the property. If any construction debris is discarded in our garbage rooms; the security deposit will not be returned.
- Is the Unit owner's /renter's responsibility for repairs and replacement costs of all damage(s) to the building & common property caused by any and all vendor(s).
- A PERMIT from the CITY OF AVENTURA, is required for the Installation of Hurricane Shutters and Windows, Electrical and Plumbing work; Air-Conditioning Units & Water Heaters; and installation of Tile or Wood Floors. Soundproofing will be required under the flooring (including 1st floor units). Sample must be given to the office. (See attachment from Aventura City)

ALL CONTRACTORS MUST BE LICENSED AND INSURED.

Working hours are Monday thru Friday between 8:30 A.M to 4:00 P.M.

No weekends or holidays, Except for emergencies, such as:

Plumbing leaks, Appliance failures, A/C or Heating failures, Water Heater Leaks and Electrical outages.

AGREED TO AND ACCEPTED THIS _____ DAY OF _____ 20_____.

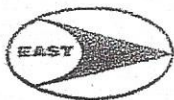
Unit owner Printed Name

Unit owner signature

Association Approval

Director Printed Name

Check Number



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VENDORS RULES & REGULATIONS

1. **Vendors, Movers and Cleaning Services** are not permitted to work on weekends. Work is permitted Monday thru Friday between the **hours of 9:00 A.M. to 4:00 P.M.** Construction is prohibited on weekends and holidays. Unit owners may be fined if in violation of the governing documents. Fines may range. *Please notify your vendor of this rule in advance.*
2. **Unit Access:** The Unit Owner must email, fax or call the office giving permission to allow unit access. This rule applies to family members as well. No entry is granted without authorization.
3. **Notification of Construction Crews to be on site:** The contractor, sub-contractors or owner of the Unit must submit a specification plan and Architectural Modification Form along with a refundable \$250.00 check to the Board of Directors at least 3 days in advance. This will allow staff to protect elevators, common areas and to review the plans to ensure compliance.
4. **License, Insurance and Work compensation** information must be provided to the Board of Directors before the subcontractors will be given permission to commence work.
5. **Sub-contractor's Parking:** Loading and unloading of construction materials, furniture, etc., must be done from designated area. No large moving trucks are permitted on the entrance ramps or lobby (ground floor). Reservation must be made for the use of the elevators. *Vendors may use padded elevators only.*
6. **Trash Removal:** Trash generated from sub-contractors may not be disposed of on the property. Dumpsters and trash chutes are not allowed to be used by contractors or tradesmen under any circumstances. All construction debris must be removed from Point East premises at the contractor, tradesmen or Unit owner's expense.
7. **Responsibility for Damage to Building:** Grout or thin set may not be disposed of in the unit plumbing. Workers will be expected to remove their own material. Sub-contractors are not to leave to perform any work in the common areas. All common areas will be inspected at the end of each day. The cost of any repairs to the common area or to the other units will be assessed to the owner/sub-contractors.
8. In the event you are doing **plumbing work**, and a building water shutdown is required, the association requires that you call the office. Water shut off is limited to two hours per event. Notice must be posted 24 hours in advance.

ANY VENDORS FOUND TO BE IN VIOLATION OF THESE GUIDELINES WILL NOT BE PERMITTED TO RETURN TO THE PROPERTY UNTIL THE VIOLATION HAS BEEN CORRECTED AND PAYMENT HAS BEEN MADE FOR DAMAGES.

Unit Owners and Contractors are responsible for insuring that the hallway is reasonably clean at the end of the workday. Your security deposit will be forfeited if you fail to do so.



HELPFUL BUILDING PERMIT INFORMATION FOR CONDOMINIUM ASSOCIATIONS

This information is provided to help association members and managers properly advise your residents about building permit requirements.

When are permits required?

- Work modifying and replacing a building's existing structure/layout in any way;
- Flooring;
- Any electrical work, including installation of ceiling fans;
- Replacement of an air conditioner unit;
- Installation of a water heater;
- Changing a toilet or a sink fixture;
- Kitchen Cabinets, which required the reinstallation of plumbing fixtures and/or electrical outlets or which changes the configuration of the existing kitchen;
- General maintenance and repairs exceeding \$500 in labor and materials.

Note: *Where repairs must be performed in an emergency situation, the permit application shall be submitted to the Building Division within the next business working day.*

A permit ensures the consumer that the work is being done properly and with the appropriate materials.

Licensed contractors, who are registered in the City of Aventura, are required to obtain the above cited permits.

What documentation is required?

- Complete building permit application including notarized signatures of the owner and qualifier;
- Two (2) sets of documents depicting the work to be performed. If documents are drawings, they must be drawn to scale and may be required to be signed and sealed by an architect/engineer;
- For flooring, include information on the soundproofing rating of material to be used, including documentation substantiating the soundproofing values;
- Two (2) sets of calculations and two (2) sets of Product Approvals (NOA) for windows, exterior doors, shutters and skylights;
- Letter from condominium association approving work being done.

Please contact our Building Division at 305 466 8937 if you have any questions