



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463

Ph: (561) 641-8554 / [www.grsmgt.com](http://www.grsmgt.com)

## **REQUEST FOR ARCHITECTURAL COMMITTEE APPROVAL TO MODIFY UNIT AND/OR PROPERTY**

Please note there is a required **Architectural Modification Application Processing Fee** in the amount of **\$25.00 payable to GRS Community Management** in the form of a money order or cashier's check.

### **CONTRACTOR/VENDOR GUIDELINES**

All Homeowner and Condominium Associations require the following documents to be **provided by the Contractor/Vendor to the Homeowner** and submitted in whole with the Modification Application and Fee to be processed expeditiously:

1. \_\_\_\_\_ Current copy of Contractor/Vendor Occupational License.
2. \_\_\_\_\_ Current copies of a Contractor/Vendor Certificate of Liability Insurance, Automobile/Vehicle Insurance and Workers Compensation Insurance (or an Exempt Certificate must be provided).

### **The COI's Certificate Holder must reflect the following verbiage:**

"Name of Association" (*in which the project is contracted*)  
c/o GRS Community Management  
3900 Woodlake Blvd. Suite 309  
Lake Worth, FL 33463

### **The Association must be named as an Additional Insured.**

3. \_\_\_\_\_ No Application will be processed without being completed in its' entirety and submitted without all required supporting documentation as listed above and/or the fee(s).
4. \_\_\_\_\_ Applications and/or documentation submitted in part(s) or through a third party will not be accepted and will be returned to the Homeowner.

**Please submit payment with the attached application and ALL required documentation.**

Thank you.

**GOLD COAST TOWERS, INC.**  
**APPLICATION FOR APARTMENT ALTERATIONS**

Date received by Association: \_\_\_\_\_

Date of approval: \_\_\_\_\_ by ACC ☐ or Board on appeal ☐

Owner(s) of record:

\_\_\_\_\_

Gold Coast Towers Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact information: ☐ Tel: \_\_\_\_\_ ☐ E-mail: \_\_\_\_\_

[Place an "X" in box to indicate preferred method of communicating with you. E-mail is preferred.]

Contractor's name, address and contact information:

\_\_\_\_\_

☐ Tel: \_\_\_\_\_ ☐ Fax: \_\_\_\_\_ ☐ E-Mail: \_\_\_\_\_

The undersigned affirms that he/she has read, understands, accepts and will abide by the provisions and requirements set forth in this Application and the GOLD COAST TOWERS Governing Documents.

Applicant (Owner or Agent on behalf of Owner) must date and sign this Application.

Printed Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Fill out, sign entire Form and Attachments and Email to the Property Manager

Brianna Malpeso - bmalpeso@grsmgt.com

OR Mail to GRS Community Management Attn: Brianna Malpeso (Gold Coast Tower)

3900 Woodlake Blvd. Suite 309 Lake Worth, FL 33463

**INSTRUCTIONS:**

**I. Required Attachments (Application will be automatically rejected without them)**

1. Completed copy of contract with Contractor (as needed).
2. Copy/copies of Contractor's Palm Beach County, Florida, Occupational License(s).
3. Copy of Contractor's Certificate of Insurance (including Workers' Comp) showing Association as an "additional insured", OR copy of Owner's Certificate of Homeowners Insurance.

**II. Description of Proposed Work**

Describe the Alterations (the "Work") to your apartment for which you seek ACC approval (attach separate sheet(s) if necessary).

Description should include (a) photos or sketches of the Work with dimensions, color, and type of materials to be used.

**GOLD COAST TOWERS, INC.**  
**APPLICATION FOR APARTMENT ALTERATIONS**

Attached is the application for any renovations requiring prior ACC/Board approval.  
Renovations/alterations requiring approval are, but not limited to:

- New windows
- Exterior doors
- Tile flooring
- Electrical
- Plumbing
- Removal/alterations to interior walls

### III. Obligations of Owner and Association:

By signing this Application, Owner (or Owner's agent on Owner's behalf) stipulates and agrees that:  
Owner (or Owner's agent on Owner's behalf) stipulates and agrees that:

1. Applicant's failure (a) to *begin* Work within 90 days after approval by ACC or on appeal, approval by Board, ACC, or the Board *may require* Applicant to file new Application with new attachments.
2. Hours for Work to be completed:  
Monday through Saturday 9:00 A. M. to 6:00 P. M.  
CONTRACTORS/WORKERS will NOT be permitted to do work on Sunday.
3. *Note: Application will be returned if unpaid assessments and fines are due.*
4. Owner is solely responsible for (a) the sufficiency of the plans and specifications,  
(A) Completing the Work described in the Application strictly in accordance with such plans and specifications.  
(B) The quality of the Work  
(C) Obtaining any and all necessary permits and approvals from the City of Lake Worth.  
(D) Complying with all applicable governmental codes.
5. Owner shall cause all construction debris, equipment, materials, etc. ("Debris") visible from the street to be removed at the end of each day's work and shall cause all Debris, wherever located, removed promptly upon completion of the Work. *Failure to comply may result in fines.*

*Note:* The following Items are required *only if prior City approval of the proposed Work is required.*

Copy of plans and specifications for the Work submitted to City (City normally requires that submitted plans have Association approval on their face). Failure to provide ACC with such plans and specifications before Work commences voids Approval.

☐ Received: Date \_\_\_\_\_ \* \_\_\_\_\_ [ACC]

Copy of signed City construction permit for the Work. Failure to provide ACC with such permit before Work commences voids Approval.

☐ Received: Date \_\_\_\_\_ \* \_\_\_\_\_ [ACC]

ADDITIONAL COMMENTS OR NOTES:

---

---

---

---

IV. ACTION(S) BY THE ACC AND BOARD

A. APPROVAL

☐ The Application is APPROVED

☐ The Application is APPROVED UPON THE FOLLOWING CONDITIONS:

---

---

---

Date: \_\_\_\_\_

\_\_\_\_\_

Authorized Representative of the ACC

B. DISAPPROVAL

☐ The Application is DISAPPROVED for the following reasons (attach separate sheet(s) if necessary). ACC may suggest modifications that, if satisfactorily completed shall result in approval:

---

---

---

To Applicant: You have thirty (30) days after receipt of this notice of Disapproval within which (a) to agree to suggested modifications or (b) to appeal this decision to the Board, or the ACC decision will become final and non-appealable.

Date: \_\_\_\_\_

\_\_\_\_\_

Authorized Representative of the ACC

## **CONTRACTORS RULES AND REGULATION**

The Board of Directors for Gold Coast Towers has established the following guidelines regarding construction work within individual apartment units. All major repairs, replacements and/or renovation work must be submitted for approval by the Board of Directors.

The information outlined below is required to insure the integrity of the building and the safety of all unit owners. Anyone found doing construction inside an apartment or in the common area without Board approval will be subject to penalties for violation of the Association Rules & Regulations in effect at the time.

1. All Contractors must provide copies of the following information which should accompany the Owner's request for approval from the Board of Directors:
  - a. Proof of insurance (liability \$ 1,000,000 & Worker's Compensation)
  - b. Trade license from Palm Beach County or the State of Florida.
  - c. All contractors must obtain City permits when applicable.
  - d. Signed copy of this document confirming Contractor's understanding of these guidelines
2. **PERMITS ARE REQUIRED** per the City of Lake Worth Building Department. It is the Owner and Contractor's responsibility to determine whether the work requires a building permit. City of Lake Worth requirements can be found at <https://www.lakeworth.org/business/permits/>.  
**Generally building permits are required for any work that has a value over \$1,000.**
3. Work hours are from **9:00 a.m. to 6:00 p.m., Monday through Saturday**. All contractors and tradesmen must leave the building by 6:00 p.m. sharp. **No work is permitted on Sundays or legal holidays without Board Approval except in the case of an emergency repair or replacement.**
4. Contractors will be allowed to temporarily park in the area adjacent to the elevator for unloading and loading of supplies and equipment only and **for no longer than 15 minutes.**
5. Other than for loading or unloading, Contractors must park their vehicles outside of the parking area and access driveways that are designated solely for the use of the Owners.
6. If the elevator is to be used for moving materials and equipment, the Owner is responsible for installing the elevator pads that are stored in the First Floor Laundry Room.
7. All cutting of construction materials is to be done either inside the unit or on the unit's terrace. No cutting, grinding or mixing will be permitted in the common areas.
8. The removal of all construction debris from the building is the responsibility of the Owner or Contractor. Construction debris may not be disposed of in the building trash containers.

## Gold Coast Towers

Construction dumpsters should be provided by the contractor if required and placed on the street, not in the parking area.

9. The cleaning of the common areas due to construction work inside an apartment is the responsibility of each owner. All common areas must be free of materials and debris and broom clean at the end of each working day.
10. The doors to the common areas must remain closed during all work in the unit so as not to disturb other owners.
11. No use of demolition hammers is allowed.
12. Loud music and use of profane or improper language is not allowed at any time.
13. All workers must wear shirts and fully enclosed shoes at all times. All OSHA safety rules must be followed at all times in the building and on GCT property.
14. Contractor's employees shall not throw cigarette butts or any materials from the balconies or leave food or trash in the common areas.
15. No alcoholic beverages are to be consumed by Contractors or their employees while on GCT property for the purposes of completing work.
16. Any damage to any common areas, including but not limited to the elevator, walls, floors, ceilings, marble, steel, balcony rails, windows, shall be strictly the responsibility of the Owner, contractors and sub-contractors and shall be immediately replaced or reimbursed to the Association. A representative of the Board of Directors will inspect common areas periodically during periods of construction and notify the Owner of any damage.
17. ABSOLUTELY NO ACCESS TO THE ROOF IS PERMITTED EXCEPT BY AUTHORIZED PERSONNEL.
18. No work is permitted on the fire alarm system. All work must be by done by the building's authorized contractors ONLY.

\_\_\_\_\_  
Resident's Name

\_\_\_\_\_  
Unit Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please return a signed copy of this document to the Board of Directors. For your convenience, it can be placed in the Association's Mailbox on the Ground Floor next to the elevators.*



## City of Lake Worth Building Permit Information

Printed 6/1/2016

"Pursuant to the City's local amendments to the Florida Building Code (2010), City of Lake Worth Building Permits are not required for replacement or repair work having a value of less than \$1,000.00 provided that such work will not adversely effect the structural integrity, fire rating, exit access or egress requirements. The following list provides examples of work exempt from the building permit requirement (subject to the \$1,000.00 value threshold)."

### Permits are NOT required for:

- **Air Conditioning Window Unit:** Unit in existing opening with existing electrical
- **Appliance Replacement:** Excluding water heater
- **Cabinets:** Replace like for like, same location
- **Doors:** Replace interior only, Single Family/R-3 occupancy
- **Drywall:** Interior wall repair, less than 3 sheets of 4'-0" x 8'-0"
- **Electrical:** Replacement of lights, outlets, and switches for Single Family/ R-3 occupancy per 2011 N.E.C.
- **Fence:** Repair/Replace for previously permitted fence up to 16'-0" sections-excluding Pool Barriers
- **Gutters and downspouts:** Single family/R-3 occupancy
- **Plumbing Fixtures:** Replacement of common household fixtures for Single Family/R-3 occupancy (same location) \*Excluding bath tub/shower
- **Soffit and /or Fascia:** Repair and replace up to 25% of total
- **Stucco:** Repair only Single Family/R-3 occupancy
- **Wood Deck:** Repair up to 100 square feet of previously permitted deck

"The foregoing exemptions from the building permit requirement shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the Florida Building Code or any other laws or ordinances of this jurisdiction."

**Emergency repairs** are allowed as long as permit application is submitted to building official next working day.

### Contact Information:

[bpermits@lakeworth.org](mailto:bpermits@lakeworth.org) or 561.586.1647