



# Whitehall Condominiums of The Villages of Palm Beach Lakes Association, Inc

2771 Village Blvd, West Palm Beach, Florida, 33409  
Phone: 561-478-3958 Email: admin@whitehallcondos.com

## ARCHITECTURAL CHANGE APPLICATION

Attached to this form are guidelines and an application for any architectural modifications.

Please adhere to the following instructions:

1. Fill out the application with all required information and your signature
2. Read and sign Exhibit A (Pre-Disclosure)
3. Fill out Approval Request page
4. Return all signed pages to the Whitehall Office for Board Approval
5. Provide Proof of City Permit
6. Please Include a copy of the Contractor's: License, Certificate of Insurance, and Proof of Worker's Compensation

*\*Incomplete Applications WILL DELAY APPROVAL PROCESS\**

Please note: If you begin any alterations without approval or if your alternations do not comply with the guidelines, then the Association will deny your request and any work that was done will need to be removed, and the unit must be returned to its original condition.

Unit Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:	
1. Date Received: _____	
2. Are All Forms Completed?	YES or NO
3. Contractor Information Included?	YES or NO

**Specifications for Modifications:**

**Windows**

1. The window must be single hung bronze frame with bronze tint glass and must be South Florida Building Code approved for impact, or non-impact with hurricane approved accordion shutters protection.
2. Windows must be installed meeting installation code for drivit/efics exterior walls.
3. Bronze is the only approved color. All tracks must be the same color.
4. Permits are to be pulled by the Contractor before the work can be started.
5. A drafted specification of the windows shall be attached along with the signed application before the approval from the Board of Directors is given for the installation of windows to Condominium Buildings.

**Hard Flooring**

1. Must comply with current state and local code for sound deadening insulation installed to the concrete floor and the hard flooring material above the sound deadening insulation.
2. The materials must be professionally installed by a licensed vendor.
3. Supply a sample of the sound deadening material.
4. Sample of the type of flooring to be installed.
5. Total thickness between underlayment and flooring must be minimum 8mm.

**Balcony/Patio Screen Enclosure**

**1<sup>st</sup> Floor Buildings 7 - 20**

1. A 10" high door kickplate and 10" high kickplate at screen panels will be required for all first-floor enclosures
2. First-floor enclosures must be installed in line with upper enclosures
3. The first-floor door must be placed on the larger of the two balconies with no door on the smaller bedroom balcony
4. The aforesaid door must be placed against the support wall between the units and against the Electric Room wall for the center two units
5. The aforementioned door needs to open toward the walls
6. All mullion bars and extrusions be anodized white baked enamel and all fasteners be stainless steel
7. The distance of the horizontal support (midway up screen be 36-37" from the base of the porch)

8. All screws and fasteners shall be stainless steel and be sealed with a silicone or butyl caulking. All extrusions including base plate, when attached to concrete must be with white silicone or butyl caulking
9. Weep holes are to be drilled prior to installation of base plate
10. The six (6) weep holes must be put into place for draining purposes on all floors
11. All screens must be 20/20 charcoal mesh (fiberglass)

### **Balcony/Patio Screen Enclosure**

#### **2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Floors Buildings 7-20**

1. All mullion bars and extrusions must be anodized white baked enamel and all fasteners must be stainless steel
2. The distance of the horizontal support (midway up screen be 42" from the base of the porch)
3. All screws and fasteners shall be stainless steel and be sealed with a silicone or butyl caulking. All extrusions including base plate, when attached to concrete stucco must be with a white silicone or butyl caulking
4. Weep holes are to be drilled prior to installation of base plate
5. The six (6) weep holes be put into place for draining purposes on all floors
6. All screens must be 20/20 charcoal mesh (fiberglass)
7. Upper floor screen supports must be centered and shielded on horizontal chair rail

### **Hurricane Shutters**

1. The shutters must be accordion style, and must be South Florida Building Code approved for impact protection.
2. Shutters must be installed against the window as opposed to the outside railing.
3. White is the only approved color. All tracks must be the same color.
4. Permits are to be pulled by the Contractor before the work can be started.
5. A drafted specification of the shutters shall be attached along with the signed application before the approval from the Board of Directors is given for the installation of hurricane shutters to Condominium Buildings

# **Whitehall Condominiums of The Villages of Palm Beach Lakes Association, Inc.**

## **General Construction and Modifications**

The following modifications will require a permit. Keep in mind that Whitehall Condominium is considered Commercial Property NOT Residential. Therefore, most modifications require a permit prior to commencement. In addition, remember a condominium is a shared living space. Any work that is done incorrectly can damage another unit or put the entire building at risk.

The following items require a City Building Permit prior to the commencement of work:

- Electrical Work
- Plumbing Work
- Cabinetry
- A/C System Replacements
- Flooring (Either Hard or Carpeting)
- Balcony/Patio Screen Enclosure
- Windows
- Hurricane Shutters

Hard Flooring, Balcony Screen Enclosure, Windows, and Hurricane Shutters must follow certain specifications (outlined on the next page). All modifications need a completed ARB form and must obtain Board Approval **PRIOR** to any work being done.

## **Construction Rules**

The following are rules that everyone **must follow** when doing construction or modifications to their unit:

- 1- Work can only be done Monday through Friday from the hours of 8:00 A.M. to 6:00 P.M., and Saturday 8:00 A.M. to 5:00 P.M. **NO Construction can be conducted on Sundays.**
- 2- Construction material must be removed from property by contractor. No construction materials may be disposed in dumpsters (ex. bulky items, construction debris such as tile, stone, concrete, etc., pallets, or metal parts).
- 3- The unit owner is responsible for the actions of the contractor. Contractor **must** clean up after themselves. All common areas must be cleaned from dust, dirt, powder, or stains, that has been caused by the construction.

*By signing below, you agree that you understand and will follow the above mentioned rules and are aware that the work that you are doing may require a city building permit. You will provide a copy of an approved permit to the association.*

Unit Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT A**  
**ARCHITECTURAL CHANGE APPLICATION**

I understand that if the Association's approval is granted, such approval is subject to the following conditions to which I agree and shall abide by:

1. I agree that the modification will be in strict conformity with the size, design **(MUST MATCH EXISTING STYLE)** and quality in the plans and specifications approved by the Board of Directors.
2. I agree that I shall be solely responsible for the actions and conduct of the installer, whom I have selected.
3. I have sole responsibility for all costs, expenses, damages and injuries by reason of or arising from the design, installation and maintenance of the modification.
4. I agree to indemnify and hold the Association harmless from all costs, expenses damages, injuries, fees, claims, suits and actions by reason of or arising from the design, installation and maintenance of the modification and by reason of the Association's approval of said windows, and other modification.
5. I understand and acknowledge that the Association's insurance policy does not cover damages by reason of or arising from additions to units. I agree to expand my present all future homeowner's policies applicable to the unit so as to cover the modification.
6. I agree that I shall be solely responsible for all repairs and upkeep of said modification. Should I fail to keep the modification in proper repair, I agree that the Board will have the right to enter my unit and repair any part of said modification within 10 days of notification by the Association.
7. I hereby agree to indemnify and hold the Association harmless from all costs, expenses and damages resulting in the event the Association needs to repair my modification for construction defects.
8. I agree as an owner that it shall be my full responsibility, to include this agreement as part of any future sale agreement for sale of said unit, with a signed copy by all parties being given to the Association.
9. I acknowledge and agree that the permission of the Association to conduct any modification is fair, reasonable and adequate consideration for obligations as recited above.

Dated this \_\_\_\_ day of \_\_\_\_\_ 202\_\_.

\_\_\_\_\_  
Print name of Unit Owner

\_\_\_\_\_  
Signature of Unit Owner

\_\_\_\_\_  
Print name of Unit Owner

\_\_\_\_\_  
Signature of unit Owner

---

## Architectural Review Board Request

---

Board approval is required for all general construction, alterations/modifications to any unit. The Board will make the final determination on requests submitted. All applications will require appropriate permits from the appropriate City Department before Board approval.

**APPLICANT(S) NAME(S):** \_\_\_\_\_  
**PHONE NUMBER:** \_\_\_\_\_  
**PROPERTY ADDRESS:** \_\_\_\_\_

Please describe your plans in detail below. Include materials, color, size and any other pertinent information:

---

---

**Please attach pictures, samples, blueprints, plans, or drawings where applicable. Please include Contractor Name, Address, Telephone and email contact that will perform the work, including copies of license and insurance.**

*It is understood that approval of my (our) request must be granted prior to the start of the work on this project. It is further understood that my (our) request could be delayed if sufficient information is not provided with the application. It is acknowledged that the Association has thirty (30) days from the date of submission in which to act upon the request. The unit owners could be forced (at their own expense) to have the item(s) removed if installation is begun without approval.*

**SIGNATURE OF OWNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF OWNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

NOTE: APPROVAL BY THE BOARD IS TO ENSURE CODE COMPLIANCE AND TO MAINTAIN THE ARCHITECTURAL INTEGRITY OF THE ASSOCIATION. AS THE OWNER, YOU ARE REQUIRED TO OBTAIN ALL PERMITS APPLICABLE BY THE APPROPRIATE GOVERNMENT AGENCIES.

**Please bring this application to the *Whitehall Onsite Office:***

**2771 Village Blvd,  
West Palm Beach, FL 33409**

**Phone Number: 561-478-3958  
Email: [admin@whitehallcondos.com](mailto:admin@whitehallcondos.com)**

---

### ***Action Taken By Board of Directors:***

( ) APPROVED AS REQUESTED      ( ) APPROVED WITH THE FOLLOWING CHANGES:

( ) DENIED

**ACTION AUTHORIZED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Application for Architectural Change Approval**

I \_\_\_\_\_, Owner(s) of the following unit located at \_\_\_\_\_, of Whitehall Condominiums of the Villages of Palm Beach Lakes, according to the Declaration of Condominium requests the Association to approve my/our request to conduct an architectural change on the unit.

The undersigned, in connection with this request, has provided:

1. A copy of the city building permit.
2. A copy of contractor's: License, Certificate of Insurance & Worker's Compensation.
3. Have "Whitehall Condominiums of the Villages" as the Certificate Holder in the Certificate of Insurance.
4. A copy of the plan for installation.
5. An agreement to install the modification according to the Association's approved guidelines and specifications.
6. An agreement to the conditions of the Association as outlined in the attached **Exhibit A**.

_____ Print Name	_____ Date	_____ Signature
_____ Print Name	_____ Date	_____ Signature