



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463  
Ph: (561) 641-8554 / Fx: (561) 641-9448

**COURT OF DELRAY CONDOMINIUM ASSOCIATION, INC.  
REQUEST FOR MODIFICATION APPLICATION**

Unit Owner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Application, fee, and all requested documentation should be submitted via USPS mail or hand-delivery to GRS at the address indicated above.**

Modification to be completed by: \_\_\_\_\_ Homeowner or \_\_\_\_\_ Licensed Contractor

**PLEASE REVIEW THE BUILDING DOCUMENTS PRIOR TO COMMENCING ANY PROJECT.** Describe in detail the changes and/or modifications in which you are seeking approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete and sign this form and attach the following information, if applicable.

1. ***An application processing fee of \$25.00 made payable to GRS Community Management and in the form of cashier's check or money order only.***
1. Copy of contractor proposal and scope of work is required. A sketch of work to be done may be requested. *(Management and the building staff will be permitted to periodically observe the work to make sure that the scope of work and the rules are being observed).*
2. Copy of contractor's occupational license.
3. Copy of contractor's liability and/or occupational insurance certificate naming **'Court of Delray Condominium Association, Inc. (at the above referenced address) as the Certificate Holder and as Additional Insured** in the amount of \$1 million and a copy of Workman's Compensation Insurance Certificate.
4. Copy of **all** Permit Application(s) and sign off when completed - for **all** applicable modifications, from the City of Delray Beach and/or the State of Florida.

**Materials you may need to provide to the Association for the approval of the requested changes or modifications.**

1. A picture, drawing or advertising materials displaying the items you are requesting for installation.
2. A sample of the type and texture of any building materials that may be used on the unit's interior.
3. Any other materials or information that may assist in Association evaluation of the project.
4. Copy of unit owner's floor plan indicating location of changes or modifications.
5. If the Board of Directors or appointed committee fails to approve or to disapprove such plans or to request additional information reasonably required within thirty (30) days after submission, the plans shall be deemed approved.
6. All flooring must be installed using a soundproof and moisture resistant product such as whisper mate.

It is understood that the changes or modifications which you are requesting may not:

1. Use elevators without installed pads; **ONLY the East Elevator with pads installed and flooring protection may be used by contractors.**
2. Interfere with or obstruct with any common utility source or modify any structural and/or load-bearing partitions or exterior doors.
3. Cause a nuisance or interference with the peace or privacy of the other people in the community.
4. Be performed by unlicensed contractors or without the required permits from all governmental agencies.
5. Contractors are permitted to work Monday through Friday. Work may NOT commence prior to 8:30 a.m. and must be completed by 4:30 p.m. No work or deliveries are permitted on weekends and/or Federal holidays.
6. Contractors must lay down and pick up hardboard daily on all common area flooring during the project.
7. All workers and contractors may only use the southside mechanical room entrance and must sign into the daily logbook. The contractor must notify the building management 48 hours prior to the start of the job.
8. All excess compounds, grout, cement, paint, and adhesives must be placed in containers and removed daily. NO EXCEPTIONS. If any of these materials are found being placed down any drains either in the apartment or on the premises the workers will not be allowed back on premises.

*As a condition precedent to granting approval of any request for a change, alteration, or addition to an existing basic structure that the applicant, the heirs, and assigns thereto, hereby assume sole responsibility for the repair, maintenance, or replacement of any such change, alteration, or addition. It is understood and agreed that the ASSOCIATION, is not required to take any action to repair, replace, or maintain any such approved change, alteration, or addition or any damage resulting therefrom for any reason to the existing original structure, or any other property. THE UNIT OWNER ASSUMES ALL RESPONSIBILITY AND COSTS FOR ANY ADDITION OR CHANGE, AND ITS FUTURE UPKEEP PLUS ANY WORK THAT HAS TO BE DONE ON THE COMMON GROUNDS THAT IS AN ADDED EXPENSE BECAUSE OF THIS ADDITION OR CHANGE.*

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

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

**REQUEST FOR MODIFICATION:**

\_\_\_\_\_ Approved

\_\_\_\_\_ Conditionally Approved

\_\_\_\_\_ Disapproved

Comments: \_\_\_\_\_  
\_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

---

**RE: CODES:**

- Please be advised this Request for Modification approval is subject to County Codes, setbacks and permit conditions required.
- If at a later point it is found the unit owner(s) has not complied with these procedures, the unit owner(s), will be held responsible for any and all changes that would be required.

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

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

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

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

**WAIVER OF LIABILITY:**

The undersigned hereby agrees any, and all liability caused by arising from any acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the ASSOCIATION, "as their interest may appear", and they shall be held harmless from any liability arising therefrom and indemnify them for all losses, cost, expenses, and attorney's fees in connection with any such addition to their unit.

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

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