



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.

# HALF MOON BAY CONDO ASSOCIATION, INC.

## GRS COMMUNITY MANAGEMENT

3900 Woodlake Blvd. Suite 309

Lake worth, FL 33463

### REQUEST FOR UNIT ALTERATION OR IMPROVEMENT APPROVAL

OWNER'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

#### **CONTRACTORS INFORMATION:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Describe in detail the type of modification or improvement being made, whether it is inside or outside of your unit: \_\_\_\_\_

If this application includes any improvement that affects walls or portions of an apartment that are maintained by the Association (i.e., electrical, plumbing, etc.), it must be accompanied by a sketch or blueprint indicating size, location and type of modification or improvement being requested. the

Approval of application, by the Association, is not to be construed to cover approval of any code requirement. A permit from the Town of Hypoluxo may be required for certain property modifications and/or improvements. All work performed **MUST BE PROPERLY PERMITTED** and contractors must be registered Town of Hypoluxo. If work is to be performed by a contractor, with the please submit proposal/contract, contractors' insurance, which **MUST** include liability and workers compensation with Half Moon Bay Condo Association, listed as "additionally insured. Renovation and/or construction materials must be disposed of according for Renovation Material Removal" which is posted on the JMD to the "Procedure property web site.

As a condition precedent to granting any request for a modification or improvement, the applicant, heirs, or assignees thereof, hereby assume sole responsibility for the modification or improvement. It is understood and agreed that the Association and/or its management company will not be required to take any action to maintain, repair, or replace any such approved modification or improvement or damage resulting thereof.

### **THE OWNER ASSUMES ALL RESPONSIBILITY AND LIABILITY FOR ANY MODIFICATION OR IMPROVEMENT AS WELL AS THE WORK REQUIRED TO ACCOMPLISH THE CHANGE.**

**It is understood and agreed that work may NOT commence prior to receiving written approval from the Association.**

OWNERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### **ACTION BY ASSOCIATION:**

\_\_\_\_\_  
Association Signature

APPROVED \_\_\_\_\_

NOT APPROVED \_\_\_\_\_

Board Signature

APPROVED \_\_\_\_\_

NOT APPROVED \_\_\_\_\_

**Half Moon Bay Condominium Association**  
**Phases I & II**  
**Guidelines For Contractors & Vendors Doing Work at A Unit**

1. In general work being performed in a unit requires the review and approval of the Board of Directors.
2. Depending on the work being performed in a unit, a permit(s) issued by the Town of Hypoluxo may be required.
3. Such permit(s) should be displayed in the front window of the unit and NO work should commence prior to obtaining the permit(s). Permit may be displayed on the Front Door if the unit does not have a front window.
4. All Contractors/Vendors must protect the elevators when working at 7020 or 7030 Half Moon Circle. Contractors/Vendors working at the 7020 Building are required to use the West elevator identified as "Commercial Use".
5. If covering the walls and floor of the "Commercial Elevator" is necessary, contractors/vendors should request the coverings from the maintenance person prior to commencing the work in a unit.
6. Contractors/Vendors should begin work **NO** earlier than 8:00am and **MUST** cease work by 5:00pm.
7. Contractors/Vendors cannot work on Sundays and National Holidays, with the exception of necessary emergency repairs.
8. Contractors/Vendors are responsible for cleaning dirt/ debris from elevators, entrance ways, and walkways; any and all materials must be carted away by the vendor/contractor and may not be placed in the dumpster rooms.
9. Damage to community property is subject to fines. The Association is entitled to recover costs for any and all damages caused by the contractors/vendors; failure to reimburse such expenses by the contractors/vendors to the Association becomes the responsibility of the unit owner.

A Building Permit is required per Chapter 1, section 105, of the Florida Building Code when: One intends to construct, enlarge, alter, move, demolish, or change the occupancy of a building or structure, or any outside area being used as part of the building's designated occupancy, or to erect install, enlarge, alter, repair, remove, convert, or replace any required electrical, gas, mechanical or plumbing system. The installation of which is regulated by the technical codes, or to cause such work to be done, shall first make application to the Building Official and obtain the required permit for the work. The permit must include the value of all labor and materials regardless of whether the General Contractor or the Homeowner is purchasing them.

ALL BUSINESSES AND LICENSED CONTRACTORS PERFORMING WORK MUST HOLD A CURRENT VALID LICENSE AND BE REGISTERED WITH THE TOWN BEFORE ANY WORK BEGINS. THE FOLLOWING LIST IS TO BE USED AS A GUIDE ONLY, THE TOWN BUILDING OFFICIAL WILL MAKE ALL FINAL DETERMINATIONS.

**THE FOLLOWING (BUT NOT LIMITED TO) WORK REQUIRES A BUILDING PERMIT AND MUST BE PERFORMED BY A PROPERLY LICENSED AND TOWN REGISTERED CONTRACTOR.**

Remove/Install Drywall	Antenna & Telecommunication Equipment
Flooring (Above 1 <sup>st</sup> floor)	Signs & Fences
Concrete/Restoration/Paving/Sealcoating	Install/Replace AC heating
Stucco Work	Change & Replace plumbing systems
Replace/install Kitchen/Vanity Cabinets	Install AC duct work
Install Hurricane Shutters	Electrical Fixtures/Wiring systems
Install any flooring except carpeting	Interior alterations/Remodeling
Fire Sprinkler systems	Fuel gas systems
Install/replace exterior doors & windows	Skylights
Install screen closures & awnings	

**THE FOLLOWING WORK DOES NOT REQUIRE A BUILDING PERMIT BUT MUST MEET ALL APPLICABLE CODES AND MUST BE PERFORMED BY A PROPERLY LICENSED AND TOWN REGISTERED CONTRACTOR**

Replacing light fixtures, switch or receptacles "like for like" in existing outlet, less than \$10,00.00 (no new work or upgrades)

Repair existing A/C Heating Unit, no ductwork or new equipment

Replace water closets, screens

Repairing existing roof covering less than \$500.00 CONTACT BUILDING DEPT BEFORE REPAIR

Remove/Replace Drywall on non-rated assembly less than 32 square feet.

**THE FOLLOWING WORK DOES NOT REQUIRE A BUILDING PERMIT BUT MUST BE PERFORMED BY A PROPERLY LICENSED AND TOWN REGISTERED CONTRACTOR**

Installing Carpet or Decorative Molding	Locksmith & Window Repair less than \$1000.00
Installing interior doors, shutters & blinds	Interior wallpaper or painting
Refacing kitchen & vanity cabinets	Water closet repair
Lawn, pet control & pool maintenance	Replace window A/C unit
Deck spraying & pressure cleaning	Exterior painting