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**PINE RIDGE SOUTH II CONDOMINIUM ASSOCIATION, INC.
REQUEST FOR ARCHITECTURAL MODIFICATION/CHANGE APPLICATION**

Unit Owner Name(s): _____

Address: _____ Unit No.: _____

Contact Telephone No.: _____ Email Address: _____

All requested documentation should be submitted to GRS at the address indicated above via USPS or hand delivery or you may email to accapps@grsmgt.com.

Modification to be completed by: _____ Homeowner or _____ Licensed Contractor

PLEASE REVIEW THE ATTACHED RULES AND REGULATIONS 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. 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 automobile insurance certificate naming ‘**Pine Ridge South II Condominium Association, Inc.** (in c/o GRS Community Management 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 Greenacres 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 the 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.

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

1. Interfere with or obstruct with any common utility source or modify any structural and/or load-bearing partitions or exterior doors.
2. Cause a nuisance or interference with the peace or privacy of the other people in the community.
3. Be performed by unlicensed contractors or without the required permits from all governmental agencies.
4. 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.
5. Contractors must lay down and pick up hardboard daily on all common area flooring during the project.
6. 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.

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 COMMON GROUNDS THAT IS AN ADDED EXPENSE BECAUSE OF THIES 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: _____

PINE RIDGE SOUTH II CONDOMINIUM ASSOCIATION, INC.
RULES GOVERNING ARCHITECTURE AND BUILDINGS

1. Unit owners or occupants cannot alter any part of the exterior of the building including tile floors in screened lanais, or the common elements.
2. All modifications of existing air condition units, storm awnings, security doors or glass siding patio doors must be approved by the Board of Directors. (An *Architectural Change Form* must be submitted and approved prior to modifications.
3. Direct replacement of the second-floor air conditioning unit must occupy the same space as the original unit and must not alter the color or appearance of the building. A replacement unit for the second-floor air conditioner may also be installed on the first floor outside the building near the first-floor unit. The Board must approve each request. The unit owner is financially responsible for all costs including restoration of the appearance of the building. All building stuccoing must be done by a professional mason and must match the building color and finish.
4. No alteration of the interior walls in any unit shall be made without written approval of the Board of Directors. (An *Architectural Change Form* must be submitted and approved prior to modifications.
5. Explosives or flammable material cannot be stored anywhere in the building - i.e. gasoline, propane tanks, etc.
6. Unauthorized signs are not permitted if they are visible from outside the building.
7. Except for the American flag, which can be displayed per the federal flag display standards, no unit owner shall cause anything to be attached, hung, displayed, or placed on the exterior walls, doors, balconies or windows of the building without the written consent of the Board of Boards.
8. Owners must provide appropriate window treatment for all windows in their condominium. The exterior surface of all windows and glass door coverings must be solid white or beige.
9. Nothing may be kept on the entryway walls, steps and landings. Exception: bicycles, and folding chairs may be stored under the stairs. Nothing shall be attached to the outside of the buildings. One hose, color must be green or beige, on a small portable reel may be stored behind the hedge near the building faucet. It cannot be visible from the front of the hedge. All stored items belonging to part-time occupants must be placed in their units before leaving. If not, items will be discarded.
10. All stairways and landing installation of carpeting will be the sole responsibility of the association to maintain, replace, repair, and install.
 - a. Worn carpeting must be inspected by the Board prior to replacement.
 - b. PRSII Board of Directors approved carpeting from Shaw Manufacturer with the color Ember.
 - c. Painting of stairways and landings in the entryway is not permitted.
 - d. All metal strips must be silver in color.
11. Enclosed and screened patios, including balconies, must contain neatly arranged furnishings designed for that purpose. Screened patios are part of the limited common element and must not be unsightly.
12. No clothesline or similar devices shall be permitted anywhere in the common or limited common element.
13. For any absence longer than three (3) days, it is mandatory that the main water supply be turned off at the water meter to avoid the possibility of flooding. All faucets must be turned off and sinks left unplugged.
14. The names of all occupants must be firmly attached to the mailbox within seven (7) days of occupancy unless such disclosure is prohibited by law.

15. Occupant or owner must grant the right of entry to the unit for emergencies or repairs. A duplicate unit key must be on file in the office for emergency entrance. A fine will be imposed for non-compliance.
16. Television, radio and stereo sound levels must be regulated so that sound cannot be heard more than twenty-five (25) feet from the unit. From 10 pm to 8 am sound must be regulated so that it cannot be heard outside the unit.
17. Rowdy or offensive behavior or the use of coarse language is prohibited in any area of the common element.
18. Any kind of damage to a unit must be inspected by the property manager and one Board member before the association takes action, if any.
19. The Electrical Committee shall be responsible for all community holiday lighting.
20. An *Architectural Change Form* must be submitted and approved before any additions, changes and/or modification to any unit that requires Board approval can be started.
21. Tinted windows on the glass enclosed patio: Color - Bronze or Gray.
22. Security door specifications: Color: Semi or Hi Gloss color of the building. Material - 6 panel, steel or fiberglass.
23. Jealousy door specifications: Color - bronze. Material - steel or aluminum.
24. Storm and/or screen door specifications: Color - bronze. Material - aluminum or steel. Configuration - full screen with no kick plate; two (2) panels with no kick plate; three (3) panels with no kick plate; glass or Plexiglass allowed. All doors must be pre-approved by the Board BEFORE installation.
25. Protective polypropylene panels may be used for hurricane protection on the porch windows and inner door only.
26. Glass inserts, plain or with movable mini blinds in between the glass are allowed only on the steel door located at the entrance to the living room and only if the porch has steel roll downs or a glass enclosure and an approved security door located at the stairway.
27. Hurricane Shutters: Color - Beige or Ivory. Material - Aluminum or steel. Configurations - Accordion style. Clamshell Sunshades: Color of the building with brown stripes. Must be uniform with existing installations. Material: Aluminum. Clam shell shutters must be level.
28. Corrugated aluminum shutters are allowed on the lanai only and must be the color of the building.
29. All second-floor interior floors except the patio must have approved sound deadening cork or foam under the tile and must be approved by the Board. No tile on screened patios. (An *Architectural Change Form* must be submitted and approved prior to modifications).
30. All laminated flooring on second floor units must use the sound deadening material specified by the flooring manufacturer and installed per their instructions. Samples must be submitted for Board approval before installation. (An *Architectural Change Form* must be submitted and approved prior to modifications).
31. Outdoor cooking or grilling is strictly prohibited on patios and balconies.
32. Leak detectors for water heaters are mandatory. If damage occurs because these updates were not performed, the owner will be responsible for any and all damages.
33. Steel braided hoses for washing machines are mandatory. If damage occurs because these updates were not performed, the owner will be responsible for any and all damages.