



Deauville Village Condominium Association Inc

6575 South Oriole Boulevard, Delray Beach, FL 33446

Telephone: 561-499-8078 or email: deauoff@att.net

OWNER REQUEST TO INSTALL/REPLACE OF

A/C UNITS, KITCHENS, BATHROOMS, FLOORING (Carpet, Laminate, Vinyl, Tile), EXTERIOR ENTRANCE DOORS, EXTERIOR FENCES, ENCLOSURES, STORM SHUTTERS, OR WINDOWS

I/We _____ Owner(s) of Record of Unit# _____ Building: _____ with an address: _____

Do hereby request to (describe project): _____

Name of Contractor/Company Doing Work: _____

Palm Beach County License # _____ Licensed to What Type of

Work: _____

Number of windows/doors/shutters & location: (i.e., front, back, side) _____

Project Installation Start Date: _____ Anticipated Completion Date: _____

Affix initial(s) as agreement to the following statements:

- I/We affirm that NO work can begin without the written approval from the Deauville Village Condominium Board of Directors or its agent, the Property Manager of the community. I/We shall, at my/our cost, have all Palm Beach County building permit(s) and approval(s) required for the work contemplated in subject unit AND will submit copies of said permits to the Property Manager prior to commencement of work.
I/We affirm and understand that: all Window trims shall be White in color; all Shutters shall be White or Beige in color; and all Doors shall be primed and ready to be painted Terra Cotta in color. All flooring in units located on 2nd and higher floors will have specified underlayment set forth in page 2.
I/We affirm that all work shall meet any and all federal, state and local regulations in effect at the time of installation that may govern materials and methods of installation.
I/We affirm that any and all debris from the above cited project shall be discarded and disposed offsite and NOT in the garbage chutes or receptacles located on the property. I/We assume any and all costs to remove such demolition/ construction debris and materials from the Deauville Village Condominium property.
I/We understand that we will be personally responsible for any and all costs associated with an improperly installed door/shutter/window including but not limited to expenses undertaken by Deauville Village Condominium to correct defects and/or restore affected common areas including, but not limited to, the building facade, water spouts/drainage and surrounding property & surfaces, to its original condition. Failure to do so would constitute a Violation and the Association seeking any and all relief available at law or in equity.
I/We affirm that as the unit owner(s) I/we are solely responsible for the installation, maintenance and repair of the subject improvements. Additionally, I/we understand that approval by the Deauville Village Condominium Association covers Aesthetics only and is not to be construed to cover any County Code requirements. Furthermore, I/we agree to allow a member of the Deauville Village Condominium board or the Property Manager to inspect job site during or after installation/replacement to document compliance.

Owner's Signature _____ Date: _____

Cellphone: (_____) _____ Email: _____

Owner's Signature _____ Date: _____

Cellphone: (_____) _____ Email: _____

DOCUMENTS REQUIRED TO BE ATTACHED TO THIS APPLICATION (ALL MUST BE INCLUDED IN THIS PACKAGE):

- Completed Contractor Certification Form Copy of Contract/Agreement with Contractor
Copy of Contractors Worker's Compensation Copy of Contractor's License (county), applicable to project scope
Copy of Contractors Certificate of Liability Insurance naming Deauville Village Condominium as Additional Insured

Office Use:

Action by Board of Directors: Approved _____ Disapproved: _____ Reason: _____
Signature(s): _____ Date: _____

Improvement / Alteration Requests

Per the governing documents, owners are required to use licensed plumbers and electricians when making alterations within their unit. Work may be performed on Monday – Saturday during the hours of 8am and 7pm – no work shall be done on Sundays or Holidays (*exception to this rule is for emergency repair*). Members shall ensure that minor improvements do not disturb the peace and quiet of their neighbors.

Per the Rules & Regulations, owners are required to seek prior BOD approval when making the following improvements (*those with * require PBC permit and licensed installer*):

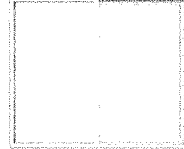
- Enclosing Lanai *
 - Window Installation * (*must be impact resistant*)
 - Flooring (levels 2 thru 4)
 - Installation / Replacement of hurricane shutters *
 - Installation of Front Door*
- * Requires PBC approval

There are specifications / minimum requirements associated with the above improvements.

FLOORING (*units located on 2nd, 3rd or 4th floors*) – shall have acoustical underlayment with mold protector and have a STC/ITC rating of at least 55 (*for laminate or vinyl floors*) and at least 72 (*for tile and hardwood floors*), based on a six (6) inch thick concrete floor.

WINDOWS - shall be hurricane (impact) resistant and trims shall be white in color.

Four-story buildings **must** have single or double hung (*horizontal sash*) windows. An exception 2-requested to install a 2-lite slider (egress) hung window where two single/double. However, windows were located adjacent to one of building bathroom or in lanai area. the unit.



Two-story buildings have option to have lite slider (*egress*) or single/double may be (*horizontal sash*) windows. window for a those installed in front & side hung must match one another for another, in a

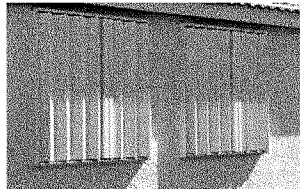
No casement or swing windows allowed.

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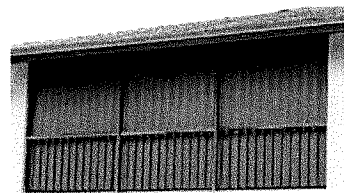
HURRICANE SHUTTERS (permanent installation):

Window Shutters - must be vinyl accordion and can be attached to the surface surrounding window. When not in use, folded shutters shall be secured. Color beige

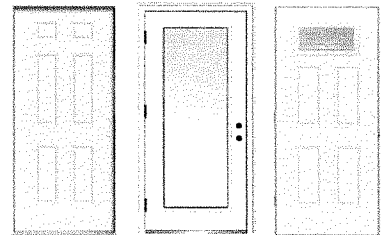
or
ivory.



Lanai Shutters - may be aluminum (*roll down*) or vinyl accordion (*color beige or ivory*) attached to the surface within the lanai (behind screen & railing). **Cannot be attached on outside of railing / screen nor attached to outside of building.**



FRONT DOOR REPLACEMENT - New doors must be steel, hurricane proof. If glass is included in door, it must be impact resistant. Door must be installed to have door swing out. Door styles are limited (*see examples*). After installation, door must be ready and primed for painting. The association will paint the door Terra Cotta in color. Once the new door is in place, the unit owner is responsible for its care (*including trim and threshold*)



Acceptable new door styles

LANAI ENCLOSURE WALLS (EXTERIOR) MUST BE PAINTED TO MATCH EXTERIOR COLOR OF BUILDING. A copy of the submission made to Palm Beach County building department is required for any work contemplated on the lanai enclosure (exterior) wall.



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 6575 South Oriole Boulevard, Delray Beach, FL 33446
 Phone: 561-499-8078 or email: deauoff@att.net

Contractor Certification

Contractor Name: _____ d/b/a: _____

Address: _____ Phone: (____) _____ - _____ Fax: (____) _____ - _____

_____ Email: _____ Palm

Beach County License # _____ Licensed to Do: _____

Location of Project: _____ Building: _____ Unit: _____

Detail Description of Planned Work (*must include: type of improvement, materials to be used, number of windows/doors/shutters & location*)

Anticipated Project Installation Start Date: _____ Anticipated Completion Date: _____ Days to Complete: _____

WORK PROTOCOL

- NO work can begin without prior written approval of the Deauville Village Condominium Association board and/or its Property Manager
- It is the obligation of the owner and/or contractor to file and receive requisite permit(s) from Palm Beach County PRIOR to making any alterations or improvements.
- All Window must be (hurricane) impact proof and trims shall be White in color; All Shutters shall be White or Beige in color and secured within the interior of the lanai (*installed inside of railing*) or on the exterior of bedroom/bathroom windows; All Doors shall be primed and ready to be painted Terra Cotta in color; All flooring installed on levels 2 through 4 shall have acoustical underlayment with mold protector and have ITC of at least 55 (*for laminate floors*) and 72 (*for tile and hardwood floors*) – ITC level based on 6" concrete base floor.
- All windows/doors/shutters shall meet any and all federal, state and local regulations in effect at the time of installation that may govern materials and methods of installation. Contractor shall follow manufacturer installation/repair guidelines.
- Any and all debris and construction material **MUST** be removed from the Association premises. **NO MATERIAL SHALL BE PLACED INTO GARBAGE CHUTES AND/OR RECEPTICLES LOCATED ON ASSOCIATION PROPERTY.**
- All vehicles shall be parked in Guest spaces and **NOT** those reserved for residents.
- No vehicle or material shall at any time block means of ingress/egress into stairways, lobby, elevators, doorways or catwalks.
- Contractor shall assume full responsibility for all damage to any and all common areas due to lack of care and/or negligence in performing the installation/replacement/repair of the subject project. Failure to use care shall constitute a violation of Protocol and result in the Deauville Village Condominium Association seeking any and all relief available at law to restore common areas to original condition.

DOCUMENTS REQUIRED TO BE ATTACHED TO THIS CERTIFICATION (*ALL MUST BE INCLUDED IN THIS PACKAGE IN ORDER TO BE CONSIDERED*):

- _____ Copy of Fully Executed Contract or Agreement with Unit Owner
- _____ Copy of Contractors Worker's Compensation
- _____ Copy of Contractor's License (County), applicable to scope of project described above
- _____ Plan for Installation of the project described above
- _____ Copy of Contractors Certificate of Liability Insurance naming Deauville Village Condominium Association as Additional Insured

I, _____ do hereby certify that the window(s)/door(s)/shutters/flooring described herein meet all Florida and Palm Beach County Building Codes currently in effect and that I will accept and abide to the Protocols and Policies set forth by the Deauville Village Condominium Association.

Signature: _____ Date: _____

Office Use:	
Action by Board of Directors: Approved _____ Disapproved: _____ Reason: _____	
Signature(s): _____	Date: _____