

**EAST HORIZON CONDOMINIUM ASSOCIATION  
UNIT MODIFICATION  
DOORS/WINDOWS/STORM SHUTTERS**

**(PAGE 1)**

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

Name: \_\_\_\_\_

Unit: \_\_\_\_\_

Target start date: \_\_\_\_\_

1) What will be replaced/installed?

	Balcony Doors	Entrance Door	Windows	Storm Shutters
All?				
Select?				

If select please specify which: \_\_\_\_\_

2) Please complete the appropriate ARC Guideline check-list. Please explain any "No" reply and why this deviation from ARC Guidelines is requested below:

\_\_\_\_\_

\_\_\_\_\_

3) Please list primary Contractor(s) information below:

Contractor #1:			
Contact Name	Phone #	Business License #	Vehicle State/License #

**Note: Please include an addendum with requested information for all sub-contractors.**

4) Attach copies of general liability insurance of at least \$1,000,000 each occurrence and Certificate of Worker's Compensation Insurance for all subcontractors.

5) Brevard County Permit must be provided before work commences.

6) Please specify any special requirements including any that effect the common area (see policy e.g. dumpster, crane/lift, elevator).

\_\_\_\_\_

\_\_\_\_\_

**EAST HORIZON CONDOMINIUM ASSOCIATION  
UNIT MODIFICATION  
DOORS/WINDOWS/STORM SHUTTERS**

**(PAGE 2)**

**Please Note:**

- All work must comply with the Contractor Guidelines, provisions of the Association's Declaration, Rules & Regulations and Florida and Brevard County Ordinances.
- The EHCA Architectural Guidelines require specified material be used for the following renovation items: Floor coverings and sound proofing materials, windows, doors, shutters and exterior lights.
- UNIT MODIFICATION PACKAGE should highlight any anticipated impact to common areas: placement of a dumpster on property, use of a crane/lift, use of the elevators to transport construction materials, use of common property for cutting material. The Contracted Management Company must be contacted by no later than noon one business day in advance when elevator padding and/or roof access is required.
- Owner and Contractor(s) will be provided a Notice to Proceed that will confirm that the subject unit renovation project has been approved by the EHCA and is authorized to proceed with the defined scope of work.
- A Notice of Rule Violation will be delivered to either the Owner or Contractor upon a violation (such notice can be posted on the unit door). All parties are aware that violations can lead to work stoppage on the project until a meeting is conducted with an EHCA ARC Committee member and that individual is convinced that no further violation will occur.
- It is recommended that the Owner include a provision in his Renovation contracts that "any fines, cleaning and repair costs incurred by the owner will be deducted from the contractor's last payment".
- While the EHCA may inspect the work in progress from time to time, EHCA is not a General Contractor and has no responsibility for the Unit Renovation. It is the Owner's responsibility to ascertain that the alterations or renovations are conducted and completed to the Owner's satisfaction and in accordance with the approved plans and specifications.

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

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
For the Board of Directors

**EAST HORIZON CONDOMINIUM ASSOCIATION  
UNIT MODIFICATION  
DOORS/WINDOWS/STORM SHUTTERS**

(PAGE 3)

**ARCHITECTURAL GUIDELINES CHECK-LIST**

<b>Balcony Doors</b>		
	<b>Yes</b>	<b>No</b>
Opening Nominally the Same Size		
Panels Nominally the Same Size/Number		
Bronze Exterior		
Clear or Gray Glazing		

<b>Entrance Doors</b>		
	<b>Yes</b>	<b>No</b>
White		
Nominally the Same Size/Appearance		

<b>Windows</b>		
	<b>Yes</b>	<b>No</b>
Horizontal Sliders		
Opening Nominally the Same Size		
Bronze Exterior		
Clear or Gray Glazing		

<b>Storm Shutters</b>		
	<b>Yes</b>	<b>No</b>
Storm rated to meet Miami Dade Code		
Shutter tracks will be urethane sealed on all sides		
Tracks mounted to balcony surface shimmed with diastatic material to allow proper drainage		