

**EAST HORIZON CONDOMINIUM ASSOCIATION  
UNIT MODIFICATION POLICY**

<b>P&amp;P Title:</b>	<b>Unit Modification Policy and Procedure</b>				
<b>P&amp;P Number:</b>		<b>Revised:</b>		<b>Effective Date:</b>	<b>11/19/2020</b> <b>Revised</b> <b>5/20/2021</b> <b>Draft Rev.</b> <b>5/19/2022</b>

**Approved By:**

**Date Approved: November 19<sup>th</sup> 2020**

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**OVERVIEW**

**Description:**

Any modification that encompasses interior structural change; affects building appearance; or which has the potential to impact the electrical, plumbing, venting, telephone or cable systems of the building; or changes the floor covering must be submitted via UNIT MODIFICATION REQUEST to the Contracted Management Company (CMC) for Architectural Review Committee (ARC) review. Prior to project initiation, Owners are required to submit written plans in the form of a UNIT MODIFICATION PACKAGE to the CMC for ARC review and BOD approval. **Written approval from the Board of Directors (BOD) is required prior to project initiation.**

Owners are responsible for obtaining Brevard County permits when required by codes or ordinances. See the Brevard County website for code/permit requirement information. Appendix C contains some general guidelines; however, **always** check with the county for any recent permit changes.

**Reference**

The Horizon (EHCA) DOCs Article XIII Limitations Upon Right of Owners to Alter or Modify Apartments

**Purpose**

To preserve architectural and structural integrity of the property for current and future residents. This is accomplished through: 1) the requirement to use only licensed and insured contractors for all plumbing and electric, 2) barring change to common conduits (e.g. ventilation, plumbing, electric and communication), 3) prohibiting disruption of the fire safety system and 4) restricting certain actions could compromise the building concrete structure and its embedded Post Tension (PT) cable system.

Floor coverings can be a source of noise nuisance and requires adequate sound insulation to comply with Florida code.

Certain Architectural Guidelines (Appendix A) are in place to preserve common exterior appearance and reinforce points critical to structure and code compliance.

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**Applicability**

- All unit owners.
- Any change to the exterior of a unit (shutters, doors, windows, east lights, fans, balcony)
- Modification of interior walls or ceilings
- Floor coverings (other than unattached rugs)
- Modifications that impact or have the potential to impact: electric, plumbing, HVAC, venting, exhaust or communication infrastructure (e.g, cable/fiber)
- Any change that requires a permit under Brevard County building code

*Note: A simple swap out of appliances or east light fixtures does not require a unit modification request.*

**Failure to Comply**

Failure to follow this policy and procedure could result in contracted work being denied or modified at the unit Owner's expense.

**PROCEDURE**

1. All unit modifications require prior written consent from EHCA.
2. Unit Owner must submit EHCA UNIT MODIFICATION REQUEST to the CMC for board approval prior to initiating work.
3. There are simplified forms for common requests with clear Architectural Guidelines: UNIT MODIFICATION REQUEST DOORS/WINDOWS/SHUTTERS and UNIT MODIFICATION REQUEST FLOORS.
4. All other projects must submit a UNIT MODIFICATION REQUEST with a detailed scope of work statement. Any request to modify floor plan or relocate walls/ceiling/fixtures must be accompanied by a sketch or drawing noting plans. For projects that will be competitively bid, consider a 2-stage submission:
  - a. Submit a draft UNIT MODIFICATION REQUEST prior to bidding the project to secure ARC guidance and avoid costly change orders.
  - b. Re-submit the UNIT MODIFICATION REQUEST after contractor(s) is(are) selected. Please highlighting changes and any special requirements.
5. Submission is required even if the Owner plans to make modifications personally.
6. The Architectural Review Committee (ARC) will review requests for compliance with EHCA guidelines and recommend response for BOD review and approval.
7. Most renovations are routine and will receive conditional approval or denial immediately following the next regular monthly board meeting occurring 10 days following application receipt. Requests that require structural and/or policy change should allow a minimum of 90 days for consideration.
8. ARC will communicate board decision and guidance. BOD may deny approval, with reason(s). Owner can correct the reason(s) for denial and re-submit for approval.
9. Work can only be started after the approval of the association. Note: Contracts should not be signed or payments made until after approval is given by the association.
10. All planned work will be done according to Florida and Brevard County Building Codes.
11. Major alterations/construction work is to be performed only:
  1. 8:00 AM to 5:00 PM Monday thru Friday
  2. 9:00 AM to 4:00 PM Saturday
  3. No work on Sundays or major holidays
12. Contractor will remove all debris and clean all affected areas of the common property.
13. At no time will any construction materials be placed in the community dumpsters.
14. No construction material or debris is to be stored on EHCA common property unless specifically requested and approved in the UNIT MODIFICATION package.
15. A maintenance inspection may be conducted during the course of a project to verify that

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- the work is in accordance with policy and the Unit Modification Package submission.
16. Owner will provide notice when work is complete along with CERTIFICATE OF COMPLETION from Brevard county as evidence that all inspection requirements have been satisfied.

**REQUIREMENTS**

1. Any unit modification must meet Florida/Brevard County building codes.
2. All permits and inspections required are the responsibility of the unit owner.
3. All electrical and plumbing work must be performed by a licensed and insured contractor.
4. All contractors and sub-contractors must be licensed and have suitable third-party liability insurance coverage, evidence of which must be included in the UNIT MODIFICATION PACKAGE.
5. All contractors and subcontractors must be provided with a copy of the EHCA Contractor Guidelines (Appendix B) and are expected to comply with requirements as stated within.
6. Shutters, windows, doors and exterior lights must comply with the specifications outlined in the Architectural Guidelines (Appendix A).
7. For any unit above a living space (another unit or the recreation room), flooring must provide sound insulation of at least 50 Impact Insulation Class (IIC) as required by Florida building code section 1207.3. See Architectural Guidelines (Appendix A) for additional detail.
8. Unit modification cannot disturb or displace plumbing, electric or communication lines serving another unit.
9. The use of jackhammers, chipping hammers or coring **requires prior approval** and must be specifically requested as part of the UNIT MODIFICATION PACKAGE.
10. Any work that will affect the appearance or use of the unit or work that will diminish the strength of the structure of the building, the common elements, or any of the building's utility or life safety systems is prohibited.
  - a. Any ceiling, wall or floor modifications that require drilling, nailing or other intrusive attachment must have prior approval from the BOD.
  - b. The fire alarm sounder cannot be disconnected or moved to a different location as this would represent a violation of fire code.
  - c. Installation of outdoor balcony ceiling fans require prior BOD approval.

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**APPENDIX A  
EHCA ARCHITECTURAL GUIDELINES (PAGE 1)**

**Purpose:**

To preserve architectural and structural integrity of the property for current and future residents. Changes made without written consent of EHCA are subject to legal review and unauthorized changes can be removed or repaired at the offending owner's expense. **All modifications must meet current applicable building codes regardless of EHCA requirements/guidelines.**

**Exceptions/Modernization:** As technology and codes evolve, EHCA may agree to modify requirements. If the Unit owner wishes the BOD to consider variations, extra time should be allocated in the remodeling approval process.

**Balcony Doors:** Sliding-glass doors opening onto the balcony(ies) are owned by the Unit. Florida and Brevard building codes have been updated since East Horizon was built; for example, on glazing requirements. Replacement units are to conform to the nominal original opening size and be bronze on the exterior. Panels within the same opening are to be nominally the same size and match the original number of panels. Non-clear glazing must be gray. Replacement of a sliding-glass door requires the EHCA Unit Modification process.

**Garage Storage Units:** all new or replacement storage units and fixtures constructed or placed in limit common element parking spaces must satisfy the following conditions:

- Storage units and fixtures must not interfere with designated common walkways, utility lanes or fire access lanes.
- Storage units must not block windows or exhaust fans.
- Depth must not exceed 3' from the concrete wall behind the space to enable an average size vehicle to be parked without exceeding the 20' maximum allotted depth.
- Units surrounded on 2 sides by concrete walls may erect side storage units/fixtures provided they do not reduce the width of the parking spot below 9'.
- Storage unit doors must open into the parking space; and, width should be a minimum of 6" narrower than the width allotted for the parking space to avoid blocking access to surrounding spaces.
- Storage fixtures must not be affixed to the ceiling. **(This applies to both common and private garages.)**
- Storage units must be a minimum of 18" from fire safety equipment.

**Exterior Lights:** North/South/West balcony cannot be changed with the exception of replacing light bulbs with turtle-friendly bulbs.

- East balcony light fixtures can be replaced (turtle-friendly bulbs recommended).
- Any additions that require new wiring must be performed by a licensed electrician and require an approved EHCA UNIT MODIFICATION REQUEST.

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**Flooring:** FL building codes have changed since EHCA's initial construction; in particular, FL now mandates that flooring above occupied space meet an Impact Insulation Class (IIC) of 50 (or higher). Although the concrete flooring at EHCA varies between building, EHCA has decided on the common testing standard of a 6" concrete slab for meeting the IIC. (CAUTION: many/most manufacturers quote IIC's with a sound-proofing suspended ceiling below the 6" slab; these manufacturer quotes cannot be used at EHCA.) Flooring selections meeting an IIC of 50 or higher include:

1. Carpeting with standard padding (easily exceeds).
2. Floating floors (such as Luxury Vinyl Plank) generally require a soundproofing underlayment (e.g., 2mm of rubber or 6mm (1/4") of cork).
3. Tile requires a more extensive soundproofing treatment.

For owners replacing flooring in a unit with other than padded carpeting, an independent laboratory test of the IIC rating of the proposed flooring is preferred. If the manufacture lacks an apt independent IIC test (e.g., the test used a suspended ceiling), the suggested replacement flooring might be approved if the materials seem substantially similar to materials in an independent laboratory test. Examples of an independent laboratory test are available.

**Masonry Fasteners:** To protect the building (e.g., post-tension cable sheathing), fasteners into exterior (including balconies) must be marine grade stainless steel of diameter 1/4" or less and mounted in holes of at most 2" depth. Exterior holes are to include urethane sealant to mitigate salt and water infiltration into the building. Except for these sealed holes, the exterior coatings are not to be damaged. Masonry fasteners can only be installed in EHCA-approved UNIT MODIFICATION REQUEST. Unit owner assumes all liability for damages to the building caused by improper/failed installation (e.g. stainless screw rusts in marine environment).

**Shutter Specifications:** Shutters be white and substantially of aluminum construction. Shutters installed on the balcony are to be of the accordion type unless positioned against the balcony-door wall, in which case roll-down shutters can be installed. Shutter installed over windows may be either accordion or roll-down. If roll-down shutters are to be electrically controlled, the plans for the electrical work must be included with the remodeling application. (**Note:** all Electrical work must be done by a licensed Electrician)

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**Shutter Installation:** Tracks or roll-down-shutter boxes are to be sealed with urethane caulk on the top and sides. Tracks mounted on balcony surfaces must be shimmed to allow free drainage of water underneath. The minimum height of tracks is nominally 1/4" with the clearance being no less than ¼ inch at any two adjacent fasteners. Installation/replacement of requires the EHCA Unit Modification process.

**Windows:** Florida law permits condominium owners to replace windows of their unit with local-code-compliant hurricane-resistant windows. Replacement units are to be horizontal sliders conforming to the nominal original opening size with frames bronze-colored on the exterior. Both panels of a window are to be nominally the same size with clear or gray glazing. The owner is responsible for all repairs/replacements to an owner-replaced window. Replacement of window(s) requires the EHCA Unit Modification process.

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**APPENDIX B  
CONTRACTOR GUIDELINES  
(Page 1)**

The East Horizon Condominium Association (EHCA) Board of Directors (BOD) has established the following guidelines to protect the (limited) common areas as well as the rights of all residents. Any owner planning construction should make any potential contractor aware of these guidelines. The EHCA Contracted Management Company (CMC) facilitates certain guideline steps.

Any owner remodeling (to include shutter installation or replacement of windows/doors) must follow these guidelines.

- Retain only licensed/insured/bonded contractors.
- Provide copy of contractor's insurance certificate to CMC prior to start of job. The insurance coverage must be provided by a company licensed by the State of Florida and must provide thirty (30) days written notice of expiration or cancellation.
- A proposal for work impacting or impinging on common (or limited common) property must be submitted to the CMC no later than 10 days prior to a regular BOD meeting.
- Certain standard remodels to include hurricane shutters, impact resistant sliding glass doors or windows will be automatically approved if they meet established Architectural Guidelines for EHCA (Appendix B)

All work done on any unit must comply with the following rules:

**Construction Hours/Noise**

Construction hours are defined in the EHCA Rules and Regulations. Construction/renovation work is limited to the hours of 8 AM to 5 PM on weekdays and 9 AM to 4 PM on Saturday. No construction is permitted on Sunday or major holidays except for emergencies.

**Ceilings/Floors**

Drilling into the ceilings or flooring is **PROHIBITED** without prior approval by the BOD (exception: Installation of shutters on balconies in accordance with shutter installation guidelines).

**Common Area Protection**

The contractor shall protect common property (including walking surfaces) from damage from construction or transit. Any damage will be charged to the unit Owner. A second incidence of damage could lead to the banning of the contractor from the premises. Any use of the common area (e.g. use of a crane/lift, cutting material before bringing it into the unit) must be noted in the Unit Modification Package.

**Conduct**

The unit owner is responsible for the actions of their contractor's, sub-contractors, employees, agents and visitors. Contractors must identify themselves with the on-site EHCA Maintenance Manager and/or Maintenance Director before commencing work.

**Debris**

The unit owner is responsible for seeing to the removal of all debris. No debris of any kind may be left in the common areas, trash chute rooms, elevator alcoves, or put down the garbage chutes. Disposal of any construction debris is not permitted in the trash bin or garbage chutes. If construction debris is found in the garbage chutes or building compactor, the unit owner will be billed for the trash removal.

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**Deliveries**

Management must be notified of oversized material deliveries that could potentially damage the elevator walls no later than noon on the day prior to delivery so that padding can be placed in the elevator. If damages occur due to deliveries, the unit Owner will be responsible for damages incurred to the elevator. Materials may not be stored in the common areas of the condominium (though may be stored in limited common area(s) reserved that unit's exclusive use).

**Electrical**

When electrical services are planned, the Unit Owner must obtain approval by a Licensed Electrical Electrician. All wiring must be copper. Aluminum feeders or connectors are not permitted. All electrical wiring must meet Florida and Brevard County code.

**Fees**

Any legal fees incurred by the association as a result of the unit owner's project shall be charged to, and reimbursed by the Unit Owner.

**Hoisting/Cranes**

The use of hoists/cranes and hoisting equipment is not permitted without the express written approval from the BOD. Such application for permission shall be granted only to a licensed, bonded and insured contractor who evidences same and requires notice to the CMC no later than Noon the day prior.

**Insurance**

All contractors performing work in the association are required to have a minimum of \$1 million coverage for each occurrence and carry worker's compensation insurance.

**Liens**

The contractor or subcontractor shall have no authority to place a lien upon the Condominium Association property or any interest therein.

**Permits**

Either the Unit Owner, Contactor or Sub-Contractor shall obtain the necessary permits before commencing any work. All Contractors and Sub-Contractors must be licensed and bonded by the State of Florida.

**Smoke Detectors**

When there is work being done that could cause dust, the Unit Owner or contractor must ensure the unit and hallway smoke detectors are covered to prevent triggering false alarms. It is the duty of the Owner or Contractor to remove the covers after the work is completed.

**Shopping Carts**

Are **NOT** to be used by contractors.



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**Strictly Prohibited Work**

Channeling the ceiling or concrete floors is **PROHIBITED** without prior board approval.

Any work that will affect the appearance or use of the unit or work that will diminish the strength of the structure of the building, the common elements, or any of the building's utility or life safety systems is prohibited.

**Trash Chute**

Construction materials, trash, etc. must NOT be placed in the association's trash chutes or dumpsters. ALL construction materials left over, including trash must be removed off the property by the contractor and disposed of properly.

**Utilities**

Rerouting of cable TV or other utility lines that impinge on the common elements must be approved by the BOD in advance. The use of common-property electrical outlets is not permitted.

**Security**

No exterior doors shall be propped open except when moving materials to the unit. Once materials have been moved, the exterior doors must remain closed.

**Violations**

In the event of breach of the agreement to comply with the Contractor Guidelines, the Manager will first discuss the breach with the contractor or other person in charge of the job and will also advise the Unit Owner or occupant of the unit, by issuing a Notice of Rule Violation.

In the event of a third breach, the contractor and all persons working on the job will be escorted from the property and denied future access to the building. A new Notice to Proceed will be issued only after a meeting with the Owner, Contractor and ARC Committee or BOD member whereby the association representative is satisfied that there will be no further violation of work rules.

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**APPENDIX C  
PERMIT/LICENSE GUIDELINES (PAGE 1)**

**NOTE: All modifications must meet all current applicable building codes regardless of EHCA requirements/guidelines.**

**Air Conditioning Units**

**Permit Required**

1. Notice required to EHCA property management company for roof access (notification by Noon one business day in advance).
2. UNIT MODIFICATION REQUEST is **not** required unless ductwork inside the unit is being relocated.

**Balconies (excluding shutters; see Hurricane Shutters below)**

**No Permit Required**

1. Balcony surfaces must remain unmodified and substantially uncovered.
1. Flower pots or other large flat-bottomed items require an approved UNIT MODIFICATION REQUEST.
2. Door must be substantially indistinguishable from current doors (including being rust-proof and with paintable exteriors).
2. Shutters must be shimmed with a dielectric (e.g., plastic) material to allow free flow of water underneath.
3. Owners found to be or to have been in violation of balcony covering guidelines (e.g. flooring) are responsible for the costs of evaluating any potential damage and remediation.
4. East balcony light fixtures can be replaced (turtle-friendly bulbs required).
5. Any additions that require new wiring must be performed by a licensed electrician and require an approved UNIT MODIFICATION REQUEST.
6. North/South/West balcony cannot be changes with the exception of replacing light bulbs with turtle-friendly bulb.

**Bathrooms**

**Permit Required**

1. Requires approved UNIT MODIFICATION REQUEST.
2. Any replacement of flooring must meet Impact Insulation Class (IIC) requirements (underlay(s)).
3. Other than one-for-one replacement of fixture(s) at their current location and footprint, requires plans/blueprints in the UNIT MODIFICATION REQUEST.

**Balcony Doors**

**Permit Required**

1. Refer to *Architectural Guidelines*.
2. Requires approved UNIT MODIFICATION REQUEST.

**Entry Door**

**No Permit Required**

1. Must be white and nominally the same in appearance as current door.
2. Requires and approved UNIT MODIFICATION REQUEST.

**Electrical**

**Permit Required**

1. Requires approved UNIT MODIFICATION REQUEST for any changes to circuitry.

**Flooring**

**No Permit Required**

1. Requires approved UNIT MODIFICATION REQUEST.
2. Replacement flooring system must be designed to comply with Impact Insulation Class (IIC) and contract must require installation to meet the required IIC.
3. Failure to meet Florida code with respect to impact sound mitigation might be considered creating a nuisance for your neighbors.

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**Hurricane Shutters** **Permit Required**

1. Refer to *Architectural Guidelines*.
2. Requires approved UNIT MODIFICATION REQUEST.

**Information Technology (phone/cable/fiber)** **No Permit Required**

1. Requires approved UNIT MODIFICATION REQUEST for any modification of wiring and/or fiber within Common Property of EHCA.
2. Consult your IT provider about modifications within your unit.

**Kitchen** **Permit Required (typically)**

1. Except for simple swap-out of an appliance, requires an approved UNIT MODIFICATION REQUEST with plans/blueprints.
2. Replacement flooring system must be designed to comply with Impact Insulation Class (IIC) and contract must require installation to meet the required IIC.

**Garage-space Storage Units** **No Permit Required**

1. Any installation or replacement of an affixed storage unit in a limited common element parking space requires an approved UNIT MODIFICATION REQUEST.
2. The unit should not impede parking within the parking space, including impeding the opening of vehicle doors.
3. Placement of a movable storage unit within a limited common element **does not** require EHCA approval.

**Storm/screen Window/Doors** **No Permit Required**

1. Storm windows are not allowed.
2. Screens for windows and balcony doors must be of dark bronze frames with dark-colored fiberglass screens.
3. Entry door of condominium unit may be fitted with a white storm/screen door and requires an approved UNIT MODIFICATION REQUEST.

**Wall/Ceiling Changes** **Permit Required**

1. Requires an approved UNIT MODIFICATION REQUEST.
2. Sketch/drawing of plans or blueprints required.
3. If ductwork being modified, applicable plans must be approved by a qualified engineer.

**Washer and/or Dryer** **No Permit Required (typically)**

1. Simple replacement of washer and/or dryer unit using existing electrical, plumbing, and/or ductwork **does not** require UNIT MODIFICATION REQUEST.
2. Moving washer/dry or other changes with impact on electrical, plumbing, and/or ductwork must have an approved UNIT MODIFICATION REQUEST and requires a building permit.
3. Must have braided stainless steel fill hoses for washer.

**Water Heater** **Permit Required**

1. Simple replacement of a water heater with nominally similar unit **does not** require *EHCA* UNIT MODIFICATION REQUEST.
2. A substantive change (e.g., installation of a tankless system or movement of pipes) requires an approved UNIT MODIFICATION REQUEST.

**Windows** **Permit required**

1. See *Architectural Guidelines and Door/Windows* policy.
2. Requires approved UNIT MODIFICATION REQUEST.