

Fiore at the Gardens Condominium Association

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ARCHITECTURAL STANDARDS MODIFICATIONS AND IMPROVEMENTS AUTHORIZATION AND APPROVAL FORM

The Association has the duty to assure that any improvements made to individual units comply with the Regulations and By-Laws of the Association as well as local Building Codes. Permits, when required, must be applied for before any improvement is approved. All improvements must be submitted in writing for approval by the Board of Directors before any work is to commence. Home owners shall not conduct their own improvements where permits are required unless the owner possesses a Competency License in the profession(s) that would cover all work being performed. The Board reserves the right to inspect any improvement, after the work is complete, for compliance.

INSTRUCTIONS

Complete this form and submit to the management office for approval. If work is to be done by a contractor or service provider, the contractor or service provider must provide the following:

- A copy of their Competency License. (Business Tax license is not accepted)
- A Certificate of Insurance including Liability and Workmen's Comp insurance and naming Fiore At the Gardens Condo Association as additionally insured.
- A copy of the Palm Beach Gardens building permit (if applicable).

Approval of the City of Palm Beach Gardens shall be obtained where required by City Ordinances.

Please Print legibly and complete form in its entirety.

Date Submitted: _____

Unit # _____

Name of Owner _____

Contact Number _____

Email address _____

Work to be completed by:

☐ Homeowner

☐ Name of Contractor _____

Phone _____

**ALL WORK-RELATED DEBRIS
MUST BE DISPOSED OF OFF FIORE PROPERTY**

IMPROVEMENTS

Check Where Applicable:

EXTERIOR Improvements

- ☐ **Hurricane Shutters** (note: current tracks are 1 ¾" wide)
- ☐ **Windows** must be white frame horizontal sliding and match grill pattern.
- ☐ **Impact Windows** must be **White aluminum** frame horizontal sliding and match grill pattern
- ☐ **Sliding Glass Doors** must be white frame
- ☐ **Impact Sliding Glass Doors** must be white aluminum frame

ALL Window and Exterior door replacements must fit existing opening. NO enlarging current openings or reduction of opening (fillers) to fit smaller windows or doors.

INTERIOR Improvements

- ☐ **Interior Door(s)** Location_____
- ☐ **HVAC System** (Air Conditioning)
- ☐ **Water Heater** (REQUIRES 2 business days' notice)
- ☐ **Valve at water meter / water heater** (REQUIRES 2 business days' notice for a water shut off – 9am – 12pm Monday through Thursday ONLY)
- ☐ **Carpeting**
- ☐ **Hard Surface Flooring** ,REQUIRES Cork underlayment ½" for wood, laminate, vinyl, or tile, ¼" cork on first level. **Underlayment must be installed and inspected by Management prior to hard surface flooring installation.**
Type_____ What room(s)_____
- ☐ **Bathroom Remodel** – Replacing existing (circle all items)
Wall Tile Cabinets Tub / Shower Sink Faucet Lighting / Fan
- ☐ **Kitchen Remodel** - Replacing existing (circle all items)
Wall Tile/ Backsplash Cabinets Counters Sink / Faucet Lighting / Fan
- ☐ **Electrical Additions** (does not currently exist in the unit ie. Can lights in a ceiling or adding a new light, outlet or switch)
Describe:_____
- ☐ **Drywall, Trim, Moldings**
Describe:_____

Signature of Homeowner_____

After your project is complete, you must schedule a Final Inspection.

Official Use Only

Authorization to Commence Improvements: (Board Member Signature Only)

Sign_____Date_____

Final Inspection: (Board Member or Property Manager)

Sign_____Date_____