

JUPITER HARBOUR CONDOMINIUM ASSOCIATION, INC.
Architectural Review Board (ARB) Application
For all Modification(s) or Improvement(s)

Owner Information

Owner(s) Name: _____

Address: (if seasonal) _____

Building: _____ Unit: _____

Day telephone: _____ Evening telephone: _____

Email: _____ Fax: _____

Contractor Information

General Contractor and Contact Person: _____

Contractor Office Phone: _____ Fax: _____

Approval is hereby requested to make the following modification(s) or improvement(s) as described and depicted below, and on additional attached pages as necessary.

- Detail such as dimensions, materials, color, design, size, location and other pertinent data must be specified.
- A detailed contract from the contractor(s) and a layout with annotations of the work to be performed **must** be attached.
- Copies of the Town of Jupiter permits, if required, or permit applications, must be attached. The owner in concert with the contractor must speak with the Town Building Department to determine if Structural, Plumbing, Electrical, Mechanical or Building Permits are required.

Association refers to: Jupiter Harbour Condominium Association, Inc. (JHCA) and Jupiter Harbour Property Owners Association, Inc. (POA or Master Association).

ARB refers to: Architectural Review Board, JHCA.

Manager refers to Community Association Manager or Board designee.

Attachments provided:

_____ Completed Application

_____ Initial Damage and Compliance Deposit based upon contract value of work. Please make your check payable to Jupiter Harbour Condominium Association. A non-refundable \$100 cleaning fee will

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be assessed for any work which requires dry wall removal/installation, popcorn removal or tile work. After the \$100 cleaning fee is assessed, the remainder of the deposit will be refunded if the Manager and ARB Committee deem that no damage has occurred.

\$250 Up to \$2,500:	\$250.00
\$2,501-\$10,000:	\$500.00
\$10,001-\$25,000:	\$750.00
\$25,000 plus:	\$1,000

_____ Copy of Contract(s) or Proposal from contractor. Include copy of Florida license and insurance [liability (\$1 million dollars) and workman's comp. (\$500,000.)

_____ List of Contractors and all persons who will be entering Community

TERMS OF AGREEMENT TO PERFORM WORK:

I understand and will comply with the following guidelines. **Each item must be initialed by the owner.**

_____ No project may commence prior to unit owner receipt of written approval by JHCA Board of Directors. If work commences without approval, a fine in accordance with Florida Statute will be levied by the Board of Directors. (Florida Statute is warning, allowing for time for correction, violation letter and then fine.)

_____ As approved work proceeds, if the owner and/or contractor determine that additional renovations are desired and/or needed, an amended application detailing the changes must be submitted to the Manager for an additional review by the ARB Committee.

_____ All work to be completed by a Florida licensed and insured contractor.

Construction hours are as follows:

Monday - Friday: 8:30 am to 5:30 p.m. All vehicles must be off premises by 6:00 p.m.
Saturday: 9:00 a.m. to 2:30 p.m. All vehicles must be off premises by 3:00 p.m.
Sunday: Absolutely no work
Contractors may enter ½ hour earlier than above start times for planning purposes

_____ The use of the Association dumpster or trash chute is **strictly prohibited**. All construction and repair trash must be removed **daily** from the premises, including any boxes, packing material, appliances, furniture, or residual material.

_____ All exterior walkways, elevator floors and parking lots may not be blocked and must be cleaned **daily** and be free of dirt, dust or debris.

_____ The storage or placing of construction materials on common area property or any area that is visible from the road at any time is **strictly prohibited**.

_____ Owner is responsible for complying with all Easements, State, County and City building codes and to obtain all applicable permits.

_____ The Jupiter Harbour Condominium Association shall be "held harmless" for any and all incidents or damages that may arise during or after the project.

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_____ I (we) will abide by the decision of the Architectural Review Board and the Board of Directors.

_____ If owner's request is not approved, or work performed is different than approved by the ARB, owner understands and agrees, by signing below, that owner will be required to restore area back to its original condition. Unit owner may also be subject to legal action by the Association and that owner shall be responsible for all reasonable attorney fees and costs.

_____ Once approval has been obtained and prior to commencement, unit owner, Contractor and Manager shall meet on site for a preconstruction walk through of the site. Photographs are to be taken of the area noting current condition and any existing damage. All parties must initial agreement to condition and damage (if any).

_____ When the Alterations/Construction is complete, a final walk through shall take place between unit owner, Contractor and Manager to determine if any damage has occurred to neighboring units, grounds or common areas.

_____ DEPOSIT: Full or partial forfeiture of deposit will occur if Manager determines that damage to common areas occurred or if cleaning of common areas was not completed on a daily basis. Violation of the rules shall result in a forfeiture of \$100 for the first violation, \$200 for the second violation and \$300 for each additional violation and work must stop. Additional damage and compliance deposit will be required during project, if it is determined that the initial deposit is insufficient to cover the costs of damage, or cleaning or violation deposit forfeitures. Project will stop to obtain additional deposit. This deposit will be returned if all of the Association's conditions are satisfactorily met and a successful Association final walk through is completed.

_____ Owner further acknowledges that the Manager has the right to stop any and all workers should they perform outside the improvements or alterations as approved by the Board of Directors, or if common areas sustain damage, if they are not cleaned daily as required, if they exhibit inappropriate behavior as determined by the Property Manager.

Estimated Start Date: _____ Estimated Completion Date: _____

Time Frame for Completion: _____ # Days: _____

IF CHECKED BELOW, THE FOLLOWING CONDITIONS OF APPROVAL MUST ALSO BE ADHERED TO:

_____ ALL dumpsters must be removed from site before each weekend, by 6 p.m. Friday.

_____ Construction vehicles may park in an area determined by the Board or Manager. This area may change at the discretion of the Property Manager.

_____ Hurricane Season: Once a Hurricane Watch announcement is made - All tools and materials must be removed from the job site or adequately secured in an enclosed area. All dumpsters must be removed. By signing this form, the Unit Owner acknowledges and agrees to reimburse Association for any and all expenses incurred by Association in its efforts to secure and protect units from damage which may be caused by Unit Owner's contractor's failure to secure or remove materials, etc. Unit Owner expressly holds the Association and its designated representative harmless from any and all claims while implementing this action.

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INSTRUCTIONS: Complete all pages of this form and submit to the Property Manager along with all applicable attachments. The Property Manager will then forward to the ARB committee. The ARB committee will review and inform the owner if they require any additional information. The JHCA Board will then review, approve, conditionally approve, reject or request further information. If needed, the application will then be forwarded to the POA (Master Association) for final approval, or rejection or request for further information. A copy of the approval will then be mailed to the Owner and modifications, alterations or improvements may begin. The Approved Conditions document must be posted on an exterior window or door before work commences.

The Manager has the right to stop work if the above conditions have not been met.

Enforcement: The primary responsibility for enforcement of the Guidelines and violations falls upon the Association Manager. However, the Manager may utilize the services of the ARB Committee Chairperson to assist with enforcement and inspections, if needed.

_____ Signature of Owner
Date of Request _____

To be completed by Property Manager

Initials _____ Date _____ ARB: Approved/Denied/ Conditionally Approved/Table (Circle one)
_____ BOARD: Approved/Denied/ Conditionally Approved/Table (Circle one)

Completion:

Estimated start date: _____ Est. Completion date: _____

Revisions: _____

Deposit:

Deposit Received: \$ _____ Check #: _____

Paid by: _____ Value of Project: \$ _____

Violations/Inspection:

Date	Contractor	Description	Amount deducted