

Date: 4/30/25

Approved by: BOD April 30, 2025

Purpose:

Our Condominium documents require written consent from the Association to make any structural addition or alteration, in order to ensure that all modifications to existing individual units do not compromise the structural design, integrity, or safety of the condominium's buildings, and do not have a negative impact on the property values of other units.

Procedure:

ARC Form

The Unit Owner needs to complete the ARC Form, and submit, *at least five days prior to the start of work*, to management via your portal (Architectural Requests), or in writing to the following address:

Ocean Park Owners' Association, Inc.
333 Taylor Avenue
Cape Canaveral, FL 32920

Only licensed and insured contractors may perform work requiring a permit. The City and the Association require permits be posted in a visible place.

If a contractor or handyman is hired, the owner needs to provide the following contractor/handyman information to the Association:

- Proof of Liability Insurance and Workman's Compensation insurance (Contractor's certificate of insurance must indicate Ocean Park Owners' Association, Inc., 333 Taylor Ave., Cape Canaveral, FL 32920 as additionally insured.)
- Current Brevard County Business license
- Please submit all of the documents at the same time.

Board Approval

Upon review by the Board, the unit owner will be notified of authorization or denial via email or in writing.

Failure to Comply:

The Association will place a pink STOP work order on the main entry door. When the unit is in compliance, this will change to a green Go work order notice that work may proceed. Owners who don't comply with the Rules and Procedures outlined in this policy, are subject to fines.

Rules for Contractor/Owner/Handyman

1. Each Unit Owner is required to inform anyone performing work on their unit of the rules and the right of any Board Member or Management Company Staff to stop work for non-compliance with the Rules. This includes contractors, handymen, skilled trade, trades people, friends, family, acquaintances etc. No work should begin before Board approval.
2. Required permits will be obtained by the owner or contractor. See City Permits Required section below for information regarding permits. Once the work begins, the City requires a copy of the permit must be posted in a visible place.
3. All planned work will be done according to current national and local building codes.
4. Major alterations/construction work is to be performed only:
 - 8:00 am to 6:00 pm Monday thru Friday.
 - No work on Saturdays, Sundays or major holidays without Board Approval.
5. Contact Association 5 days in advance about placement of any construction dumpster and special parking needs like work trailers.
6. Contractor/owner will remove all debris, sweep, and clean all affected areas of the community property daily.
7. Construction materials may not be placed in the community dumpsters.
8. Contractors/owners are responsible for damage to any common elements. Hallway and stairway floor and railings should have protective covering, if needed.
9. Balconies may not be used to move materials in or out of the unit.
10. For storm door/screen door/shutter/window removals or installations, repairs to the framing, flooring, stucco, etc. (including screw holes) are the responsibility of the contractor/owner. The Management must be notified when work is completed and ready for painting by the Association maintenance.

City Permits Required:

This list is not all-inclusive. When in doubt call the City of Cape Canaveral (321-868-1222).

- Exterior Doors/Windows/Shutters (Scan or take photos and send through your portal <https://aepropertyolutions.managebuilding.com/Resident/public/home> for preapproval by the Association).
- AC Handler (Use Roof Access Form)
- Cutting of any wall, partition, (or removing any wall or portion of wall that has electrical or plumbing).
- Addition/alteration/replacement/relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil waste, vent or similar piping, electric wiring system or mechanical system.
- Resource:
https://www.cityofcapecanaveral.org/government/city_departments/community_development/faqs.php

Date: _____

Unit # _____

Replacement of Doors, Windows, Shutters:

Specify what is being replaced: _____

- See “Approved Windows, Shutters, Doors” document
- Attach picture of new product.

Washers/Dryers/Garbage Disposals/Exhaust Vents are not permitted.**Other Modifications (electrical, plumbing, wiring, flooring, cabinetry, etc.)** Please be specific and attach a drawing, plan or detailed written description of the proposed modification.

Do the modifications involve moving any plumbing or electrical lines in the unit? Yes / No (If yes, please give details)—If building water needs to be shut off, **there is a 48-hour water notice.** _____

Contractor/Handyman name(s), state license number (Attach: License, Workmen’s Comp or exemption, & Certificate of Insurance must name Ocean Park Owners’ Association, Inc. as additionally insured).

START DATE: _____ FINISH DATE: _____

Owner has provided a copy of the contractor/handyman rules, informed them of days and times when work is allowed on the condominium premises: Yes / No

If permit is required, a copy of the permit must be posted in a visible place before work begins.

Owner acknowledges and understands that repairs to and/or cleaning of common areas needed because of contractor work will be billed to the unit: Yes/No

Date Submitted: _____

Signature of Owner: _____

Print Owner’s Name _____

APPROVED? Yes / NO**Board Officer:** _____ **Date:** _____

Complete this form, contractor/handman Certificate of Insurance and Workmen’s Comp or exemption, and drawings or pictures of modifications. Send all documents at the same time through your portal (<https://aepropertyolutions.managebuilding.com/Resident/public/home>) or mail to Ocean Park Owners’ Association, Inc., 333 Taylor Ave. Cape Canaveral, FL 32920. You will receive a copy of this form after approval and board signature.