



ARCHITECTURAL CHANGE, RENOVATION  
AND CONTRACTOR PACKAGE  
REEF CLUB CONDOMINIUM ASSOCIATION, INC.

*CHECK LIST*

- DATE RECEIVED
- ARCHITECTURAL CHANGE, RENOVATION AND CONTRACTOR FORM SIGNED
- PERMITS WITH CITY OF NORTH MIAMI BEACH, MIAMI-DADE COUNTY, OTHER
- SECURITY DEPOSIT FEE \$300.00
- ARCHITECTURAL MODIFICATION
- ARCHITECTURAL PLANS AND DRAWINGS
- PROOF OF GENERAL LIABILITY INSURANCE CERTIFICATE
- PROOF OF CONTRACTOR LICENSE
- SOUND PROOF SPECIFICATIONS
- SOUND PROOF SAMPLE
- APPROVED
- DISAPPROVED
- DATE



ARCHITECTURAL CHANGE, RENOVATION AND CONTRACTOR REQUEST FORM REEF CLUB CONDOMINIUM ASSOCIATION, INC.

Building \_\_\_\_\_ Unit \_\_\_\_\_
Name of Unit Owner \_\_\_\_\_
Phone \_\_\_\_\_ Email \_\_\_\_\_
Approximate work start date \_\_\_\_\_ Approximate completion date \_\_\_\_\_

The unit owner agrees to comply with Reef Club Condominium Declaration of Condominium, Article XVIII, Maintenance and Alterations, Section C Paragraph (5), p. 20 and, Rules and Regulations Article XVII not to make or cause to be made any structural addition or alteration to his unit or to the limited common elements or common elements.

Alterations within the unit may be made with prior written consent of the association and or its designees and any first mortgagee holding a mortgage on this unit. In accordance with the requirements of the condominium documents I request your consent to make the following changes, alterations, renovations, additions and/or removals to my unit:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Contractor Name \_\_\_\_\_
Company \_\_\_\_\_
Phone \_\_\_\_\_ Email \_\_\_\_\_

The following must be submitted to the Reef Club's Office along with the application presented for revision:

- A completed & signed Architectural Change Request Form.
• A to-scale set of prints, drawings or sketch of architectural change (if required).
• A building permit (if required).
• A valid copy of Contractor's and Driver's License
• Contractor's Certificate of Insurance must indicate Reef Club Condominium Association as an "additional insured" and a minimum liability limits of \$100,000.

BUILDING PERMITS ARE REQUIRED BY THE CITY OF NORTH MIAMI BEACH FOR:

- Air Conditioning/Refrigeration Permit - Replacement
• Bathroom/Kitchen Renovation Permit - Cabinets, faucets, electrical updated including GFCI outlet
• Demolition Permit
• Doors, Windows and Shutters Permit - Concrete Scan required. Concrete Imaging 954-784-0307
• Electrical Permit - New breaker's box, waiting, after heater, etc
• Plumbing Permits - Water heater, toilets, faucets, shut valve replacement, etc.
• Building - Floor installation requires soundproof, drywall, etc
• For more information visit www.citynmb.com

## OWNER CLAIM OF RESPONSIBILITY

I understand that the Reef Club Condominium Association, Inc. Committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. I am aware of, and submitted all documents required by the Architectural Package to the Reef Club Condominium Association, Inc. Office.
2. Before signing contracts, permits and starting any work, I understand and agree to receive Reef Club approval.
3. I will follow all specifications for window replacement, balcony floor materials, acoustic insulation and all and any givens by the Reef Club, City of North Miami Beach, State and government entities.
4. No work or commitment of work will be made by me until I have received written approval from the Reef Club Condominium Association Inc. Any work that has commenced prior to receiving Board approval will result in penalties and fines.
5. All work will be done at my expense and all future upkeep will remain at my expense.
6. I assume all liability and will be responsible for any and all damage and/or injury, which may result from performance of this work. Present and future owners will hold harmless, indemnify and defend Reef Club Condominium Association, Inc. from and against any claims, suits, damage, losses, costs and expenses, including reasonable attorney's fees, made against or sustained by me as a result of said architectural changes.
7. All work will be done expeditiously once commenced and will be done in a good workman-like manner by a licensed and insured contractor. This includes but is not limited to cleaning up the work site at the end of each day. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
8. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
9. I will be responsible for and will comply with, all applicable federal, state, and local laws, codes, regulations and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work.
10. Cutting of tile with a dry saw must be done in the unit. Cutting of tile on the balcony can be done with a wet saw only. Cover smoke detectors before demolition and construction.
11. Paint and construction debris must be cleaned and or disposed off the Reef Club Condominium Association, Inc. property. The unit owner will be responsible for any hazmat charges and DERM violation fee's.
12. I understand any vehicle attempting to enter Reef Club Condominium Association, Inc. property "with construction supplies and/or equipment without the approved Architectural request form will be denied access to the property by the Security Guard.
13. Non approved unit alterations or additions will be removed at owners expense. Also unit owner is the only responsible for any damage to the interior or exterior of any building or common elements of the condominium
14. A Construction/Contractor Deposit of \$300,00 check is required. If there is no claim against the deposit, but if an owner/resident owes any other monies to the Association, such deposit will be credited to any delinquency. The deposit check will be shredded 30 days after the completion of the project if not collected.
15. Contractors are allowed to work on Monday to Friday 9 am to 6 pm and Saturday from 9 am to 5 pm as long as large tools are already in the unit and with low-level noise.

date

owners signature