

CASABLANCA COMMUNITY ASSOCIATION, INC.

C/O Ameri-Tech Community Management

ARC MODIFICATION APPLICATION:

Applications & required documents must be returned, and Board approved prior to any modifications. Return completed ARC Modification package by mail or in person to the management office or scanned in document form via email. NO SNAPSHOTS OR PICTURES IN EMAIL BODY FORM ACCEPTED.

MAIL OR RETURN TO OFFICE

6415 1st Avenue South, St. Petersburg, FL 33707

cpalmer@ameritechmail.com

The undersigned requests permission to modify the condominium property and submits the following as true and correct information in this request.

Owner Name: _____ Date: _____ Phone: _____

Street Address: _____ E-Mail: _____

AC HVAC REPLACEMENT____ WATER HEATER____ SCREEN ENCLOSURE or PATIO FENCING____
KITCHEN MODIFICATIONS____ BATHROOM MODIFICATIONS____ STAIR MODIFICATION_ FLOORING____
(list type of flooring replacement)____ WINDOWS__ HURRICANE SHUTTERS____ _ EXTERIOR DOORS__
SCREEN DOOR_ INTERIOR DOORS____ OTHER- specific description____

DOCUMENT CHECKLIST:

APPLICATION COMPLETED: YES or NO

CONTRACT PROVIDED: YES or NO

SCHEMATICS-DRAWING of ALTERATIONS: YES or NO PROOF of PERMIT: YES or NO • See list of permits required •
Contractor can provide documentation

OWNER must notify the management company, upon conclusion of the work authorized.

The ASSOCIATION & MANAGEMENT will enforce the Architectural Modification Guidelines.

All State, local & city codes building codes will also be enforced.

Owner assumes all responsibility for any damage resulting from the proposed modification or alteration and must restore the remaining condominium property to its original condition, and

The undersigned also agrees to the following conditions:

- A. The unit owner and all "Successors in Title" shall be responsible for all costs incurred in construction, installation, maintenance and continued upkeep of the modification or alteration in first class condition.
- B. The unit owner agrees to indemnify, defend and hold harmless the Association from any, and all claims arising out of the modification or alteration.
- C. The unit owner shall be responsible for any and all damage to the common elements or to the other units within the condominium caused by the construction, installation, or maintenance or the alteration or modification.
- D. If the modification or alteration should need to be removed for any maintenance to the condominium property, then the unit owner and all "Successors in Title" shall be responsible for all costs for removal and re-installation.
- E. The unit owner hereby binds himself/herself and all "Successors in Title" to comply with all requirements of the Association, Association Documents and Florida Statute as they may be amended from time to time as well as the requirements outlined in this document.
- F. If the modification is attached to a surface that may carry a contractor's or manufacturer's warranty, then the owner will be responsible for the inspection and signed release from said contractor and/or manufacturer authorizing the modification or alteration without voiding the warranty.

Signature of Owner _____ Date _____

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Approved _____ Rejected _____ Date _____

Signature of Authorized Representative _____

Additional comments and or conditions: _____

Application for Permit for Modification and/or Alteration was approved and adopted by the Board of Directors on

Date: _____

Casablanca Condominium Association Modification Guidelines

IMPORTANT NOTICE

All modifications must comply with state, county, and city building code requirements.

Failure to have an approved Modification Form for all modification made to the Association's Common or Limited Common Areas may result in charges incurred to return such modification to its original conditions.

Violations of the Rules and Regulations may result in revocation of privileges to any or all Association Amenities.

Application must be submitted with all required documents and Board approved PRIOR to all interior & exterior alterations.

AC-HAVC replacement- permit required and code compliance is strictly enforced

Hot Water heater replacement- permit required

Front Light Fixtures:

Must be the same size and type as the original fixtures. * White LED light Bulbs are recommended.

Windows and Doors: Permit Required and code compliance strictly enforced

All window and door modifications must be of the same size as the original windows and doors.

All windows must be Bronze color on the outside and must be Hurricane and wind rated according to **State Building Codes.**

All Front Doors must be solid wood or wood-like. Finish in a medium to dark brown. (Miniwax 2716 Dark Walnut)

All Storage Doors must be white.

Patios, Carports, and Balconies:

Patio Screen Enclosures must be Bronze and cannot extend past concrete pad- **permit required**

Pavers and tiling must be of a neutral earth tone color.

Outdoor carpeting may not be adhered to the cement with glue or adhesive of any kind.

Patio Fence Enclosures:

Fence should extend from the corner where patio wall and building wall meet, to gate post.

Fence should be at least 3 inches removed from building and not more than 3 inches from corner of wall.

Posts should be inset to concrete and not attached to building.

Fence and gate should not be higher than patio wall but no less than 36 inches in height.

Fence should be black aluminum railing with picket spacing not less than 3.5 inches and not more than 5 inches in separation.

Pickets should be no more than 1 ½ inch in width.

Fence and gate should be uniform in appearance and placement.

The owner is responsible for contacting the City of St. Petersburg (811) to mark utility lines prior to excavating for post placement.

Any damages incurred to the building or grounds area due to placement, removal or replacement of the fence enclosure will be the owner's responsibility to reimburse the Association for any repairs.

Maintenance and repair or removal and replacement as necessitated by building repairs, become the sole responsibility of the owner and any future owner of the unit.

Cleaning and maintenance of any enclosed grounds area becomes the unit owner's responsibility and each successive owner's responsibility if the enclosure is in its place. Any alterations to the grounds area should be made in a separate request prior to implementation. **Installation of plants (not in pots) is deemed an alteration to the grounds area and requires an approved application.** Neither invasive plants nor trees of any type may be planted inside patio area.

Hurricane Enclosures- Tarp Must be installed by a licensed and insured contractor.

All connections must be of nonmetal material and sealed to prevent moisture. Tarps may only be put up when a National Weather Service Tropical Warning or Hurricane Warning is in effect and removed within 72 hours after the National Weather Service Warning is rescinded.

Each successive owner is responsible for notifying the prospective buyer of their responsibility regarding Architectural alterations

When do I need a permit?

Generally, when any work exceeds the scope of routine maintenance and repairs, you will need a permit. Below is partial listing of examples of work requiring a permit. If you are unsure if your project requires a permit, call the Building Division at 727.363.9241 for information.

Interior:

- Room or other additions to existing buildings
- Modifications to bearing walls or posts or removal, extension or new interior or exterior walls
- Flooring (*File and wood for commercial and condominiums only*)
- Flooring (*Tile for residential condominiums only*)
- Hand railings - Install, replace or repair
- Interior remodeling including new cabinets

Exterior:

- Accessory Structures - Spas, sheds, gazebos, fountains, and similar items
- Antenna - Large, free-standing (*ham radio antenna, satellite dishes, etc.*)
- Awnings (*not replacement of covering only.*)
- Burglar bars - Installation
- Concrete sidewalks, patios or slabs
- Patio covers and enclosures
- Exterior door replacement, including jambs
- All driveways - New, adding to existing, or replacing
- Fences - New or replacing
- Light - Outdoor poles
- Pools and spas and enclosures
- Railings - Install, replace or repair
- Roof - New or reroof or repair existing roof
- Seawalls, seawall caps, and seawall tie-backs
- Docks, tie poles and boat lifts
- Commercial signs
- Fire suppression systems, sprinklers and alarms
- Propane tanks (*not for your gas grille*)
- All stairways - Install, replace or repair
- Stucco wall
- Walls - all exterior removal, extension or new
- Window - Removal or replacement
- Wood Deck - Install or repair (*No permit required to repair a 12" or less grade level deck - top boards only*)

When do I need a permit?

Plumbing and water supply:

- Plumbing - Install new
- Sewer Line - New or replace
- Shower Pan - Replace
- Spas - Install
- Water Heater - Replace only
- Water Lines - New or replace

Heating, ventilation and air conditioning:

- A/C - Install central heat or A/C
- A/C - Install electric for unit
- Replace heat condenser or air handler
- Ductwork - Replace or Adding

Landscaping and site preparation:

- Grubbing or digging Florida native vegetation

Tree - removal or relocation (*contact the Public Services Operation Manager at 727.363.9247 for more information*)

II. GENERAL

1. Each owner or tenant of a unit shall regulate and be responsible for the occupancy and use of his/her unit so as not to unreasonably disturb other residents and the general operations of the Condominium property.
2. Each owner or tenant of a unit shall maintain or cause to be maintained, in good condition and repair, his/her unit and all fixtures therein and shall promptly pay all utilities as are separately metered to the unit.
3. No loud television, radio, stereo, excessive noises, etc. are allowed between the hours of 11:00 PM and 7:00 AM each day. **ALL REASONABLE EFFORTS TO MINIMIZE NOISE OR NOISES EMANATING FROM EACH UNIT MUST BE MADE. PLEASE BE CONSIDERATE OF YOUR NEIGHBORS REGARDLESS OF TIME OF DAY.**
4. **All garbage and refuse MUST be bagged and tied before it is placed into the dumpster. All large cartons, boxes, etc MUST be broken down or flattened before they are placed into the dumpster. PLEASE CLOSE LIDS ON THE DUMPSTERS AFTER USE. Garbage may not be left next to the dumpster, under any circumstances.**
5. **Each owner or tenant is responsible for proper disposal of articles too large for the dumpster (furniture, mattresses, appliances, renovation materials, TV sets, etc.).** Such articles MUST NOT be placed into the dumpster or left next to the dumpster.
6. No antennas or satellite "dishes" shall be installed outside of units. **NOTHING MAY BE ATTACHED TO THE BUILDING.**
7. No items such as bicycles, toys, etc. are permitted to be left on common areas such as landings, stairs, and grounds. Bicycles of resident owners and tenants must be stored in the unit or carport or on the back patio.
8. Sidewalks, entrances, roadways, parking lots, and stairwells shall not be used except for ingress and egress to and from premises.
9. NO portion of common area, including lawns, driveways, roads, tennis courts, or parking areas may be used as a play area.
10. Riding bikes or cycles of any kind is prohibited on grassy areas.
11. No signs, advertisements, etc. shall be exhibited or affixed on any part of the property except official notices approved by the Board of Directors, BY OWNER AND REALTOR "FOR SALE" AND "FOR LEASE" SIGNS ARE NOT ALLOWED ANYWHERE ON THE CASABLANCA PROPERTY.
12. **No alterations or replacements to awnings, enclosures, shutters, windows, screen doors and porches, entrance light fixtures or entrance doors may be made without written approval by the board of Directors. You must submit a Modification form to the Management Company to obtain Board approval. An alteration or replacement of these items must adhere to the specifications approved by the board, which may be obtained from the Management Company to obtain Board Approval. An alteration or**

replacement of these items must adhere to the specification approved by the Board, which may be obtained from the Management Company.

13. **No exterior changes may be made to the building or your unit without written approval by the Board of Directors. You must submit a Modification Form to the Management Company to obtain Board Approval.** An exterior change, including but must adhere to the specifications approved by the Board, which may be obtained from the Management Company.

- Light fixtures at the front and back entrance to your unit:
- Screen doors. An alternative for storm doors may be available:
- Exterior front doors and their hardware:
- Screen enclosures for the first-floor patios will vary from those for the second-floor balconies:
- Replacement windows and sliding doors and their screens:
- Paint and preparation for the surfaces of the following: carport decks, patios, balconies, stair tread, landings and walkways:
- Storm shutters – roll-a-way style and film style

14. **The written approval of the Board of Directors must be obtained prior to any interior renovation with the exceptions of painting, and wall coverings only.**

15. **Owners and tenants must comply with all City, County and State Building Codes for work in the units and must obtain necessary permits for such work. All work requiring a permit shall be performed by licensed and insured contractors.**

16. If a unit will be unoccupied by the owner or tenant for longer than two (2) weeks, the owner or tenant shall turn off the water to the unit and shall remove all items from patios, porches, balconies and carports. Owners of townhomes shall turn off the water at the individual outside shut off valve for the townhome. Owners of all outer units shall turn off water sources inside the unit.

17. All unit exterior door and patio lights should be lit with a recommended 60-watt LED bright white light (at occupant's expense) to maintain the continuity of the Community's appearance.

18. Residents and their visitors must not climb on Community fences, trees or buildings.

19. Articles of clothing, towels, sheet, rugs, etc. must not be draped over balcony railings or patio fences. **Nothing may be draped or attached to the patio and balcony railings.**

20. **Only curtains and blinds shall be used as coverings for windows and sliding glass doors and backing of all curtains and blinds shall be white or ivory.** No sheets, towels, blankets, cardboard or other materials shall be used as coverings for windows and sliding glass doors and no window or sliding glass door shall be tinted any color.

21. **Patios, porches, balconies and stairwells must be maintained in a clean and orderly manner.** No broken furniture may be placed or stored in these areas.