

Harbor Pointe Condo Association

7 Indian River Avenue, Titusville, FL 32796

321-383-7580 • HARPOINT@ciramail.com

ARCHITECTURAL REVIEW COMMITTEE (ARC) APPLICATION

Owner's Name _____

Property Address _____ Email _____

Mailing Address _____ City _____ ST _____ Zip _____

Phone(s) Home _____ Work _____ Cell _____

In accordance with the Declaration of Covenants and Restrictions and the Association's rules and regulations, installation must conform to this approval and the Association's guidelines. I hereby request your consent to make the following changes, alterations, renovations and/or additions to my property.

☐ Interior Door ☐ Storm/Screen Door ☐ Unit Entrance Door ☐ Sliding Glass Doors ☐ Hurricane Shutters

☐ Interior Flooring ☐ Windows ☐ Balcony Floor Covering ☐ Wall Mounted Balcony Lights

☐ Individual Garage Door ☐ Surface Treatment/Painting of Individual Garage Floor ☐ Flooring in Individual Garage

Summary Description: (Please attached additional required information). **See pages 2-4 for further explanation of individual item restrictions.**

Attach one (1) copy of the drawing/floor plan that shows the locations and dimensions of the proposed change, alteration, renovation or addition and attach one (1) color sample, photo, brochure and/or drawing of your plan.

If an application is incomplete, it will automatically be disapproved. Attach a copy of the contractor's proposal, business license and all insurance naming the Association as additional insured.

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

1. No work will begin until written approval is received from the Association. The Association will approve or deny the modification requests within 2 weeks from the date submitted. The Association has the right to inspect all materials before installation is allowed to begin.
2. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself. I agree to have all work complete within six (6) months or agree to re-apply if this cannot be accomplished.
3. **All work will be performed between the hours of 8:00 AM to 5:00 PM, Monday through Sunday**, in a manner that will minimize interference and inconvenience to other residents. **Owners shall avoid any renovations to their unit Monday through Friday between 6:30 PM and 8:00 AM, and on weekends and holidays.**
4. Unless otherwise approved by the Association, no cutting, sanding, grinding, or other similar preparatory work may be performed on the catwalks. Owners must ensure that no dust or debris from any cutting, sanding, grinding or other similar preparatory work on their balcony is allowed to affect other units.

5. Contractors and vendors working on individual units must remove their trash and debris from the property each day. No trash or debris may be stored on the property overnight. No individual dumpsters will be allowed on the site overnight. Contractors and vendors may not utilize the Harbor Pointe owned dumpsters.
6. I assume all liability and will be responsible for any and all damages to other units and/or common area, which may result from performance of this work.
7. I am responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work. I will be responsible for verifying the license and insurance for any contractor.
8. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
9. Upon receipt, Management, Inc. will forward this Application to the Association. A decision by the Association may take up to 30 days. I will be notified in writing when the application is either approved or denied by the Association.
10. All work performed regarding any architectural approval is subject to verification by the Association for compliance. The Owner shall submit written notification to management when the modification is complete for inspection purposes.
11. All homeowners are responsible for following the Declaration of Covenants and Restrictions along with the guidelines of the Association and any other Board approved rules or regulations when making any exterior modifications.

A. Flooring Modifications

In accordance with the Declaration of Condominium, Section XI, "No Unit Owner shall install hard flooring (tile, wood, etc.) in lieu of carpeting in the living/dining room area or the bedrooms of any unit without the prior written approval of the Association. Any Owner desiring to replace the carpeting in these areas with hard flooring shall submit the proposed changes to the Board of Directors who shall ensure that the installation of the hard flooring shall include such materials as the Board may approve in its discretion under the hard floor to dampen the sound."

ANY SOUND BARRIER THAT MEETS SUBSECTION AD 103 OF ASTM E2179, WHICH STATES THAT FOR RESIDENTIAL APPLICATION THE INTER UNIT IIC RATING for impact sound transmission SHOULD BE A MINIMUM OF 60 OR HIGHER, and the STC RATING for sound transmission loss SHOULD BE A MINIMUM OF 60 or greater, this is the RATINGS BASED ON THE COMFORT LEVEL OF THE OCCUPANTS OF THE LOWER UNIT. The sound barrier may be a separate material or attached to the flooring.

WORK DESCRIPTION & MATERIALS TO BE USED:

Please attach a copy of proposal specifically listing the sound barrier underlayment, as well as a **copy of the Manufacturer's AS1M documentation showing a sound barrier IIC rating of 60 or higher/STC Rating of 60 or higher.** Statements from vendors will not be accepted.

By my signature on this application, I attest to the sound barrier being installed as described and meeting or exceeding the sound barrier requirements as stated above.

B. Main Unit Entrance Door

The door must be properly rated exterior 6-panel matching the appearance of the existing door. The Association will provide the paint or paint color to be used. Owners must also provide a copy of the approved City of Titusville Building permit either before or after installation.

C. Storm Door at Main Unit Entrance

Acceptable storm doors include Larson 80 Split Fullview (146), Larson 60 MT Maximum View (150), Larson 80 Midview (146MV), Larson 50 Full View (350), or Larson 70 Split Full View (356). Door color shall be white or almond. Tinted glass is allowed. The hardware color and finish shall be determined by the owner. All new storm doors must be submitted for approval by the Association. Alternate doors may also be submitted for approval.

D. Windows

The windows must match the existing style (no grid patterns) and may be single-hung or double-hung. Frame color shall be white. Tinted glass is allowed. All new windows must be submitted for approval by the Association. Owners must also provide a copy of the approved City of Titusville Building permit either before or after installation.

E. Hurricane Shutters

The shutters must match the existing style. Color shall be white. Owners must also provide a copy of the approved City of Titusville Building permit either before or after installation. All new hurricane shutters must be submitted for approval by the Association.

F. Sliding Glass Doors

The doors must match the existing style (no grid patterns). Frame color shall be white. Tinted glass is allowed. Owners must also provide a copy of the approved City of Titusville Building permit either before or after installation. All new sliding glass doors must be submitted for approval by the Association.

G. Balcony Flooring

Any new flooring installed on the balcony, or any flooring that is replaced on the balcony, must include an appropriate water barrier below the flooring. All new balcony flooring must be submitted for approval by the Association. Area rugs are allowed, but rugs or carpet may not be permanently installed on the balcony.

H. Wall-Mounted Balcony Lights

Owners may install their own light fixtures in areas that are visible only from the riverside. Replacement light fixtures must be submitted for approval by the Association. Alternate light fixtures shall be white, black, bronze, or as otherwise approved by the Association. All light fixtures must be exterior or wet rated and installed in accordance with the manufacturer's instructions. Colored bulbs are not allowed.

I. Garage Door

The unit garage door shall be 16-panel or 20-panel insulated or non-insulated that matches the existing door. Color shall be white. All new garage doors must be submitted for approval by the Association.

J. Garage Flooring

Owners may apply a surface treatment or paint their individual garage floors but they are responsible for maintaining any modifications to their garage floors. Any surface treatment or paint cannot be visible when the garage door is closed. All new surface treatments for garage floors must be submitted for approval by the Association.

Revisions to Architectural, Structural, Electrical, Plumbing, or Mechanical Systems

The Association is not responsible for approving any architectural revisions within an individual unit. However, **no structural or interior wall revisions that affect load bearing walls will be allowed.** Further, the Association will not approve interior electrical, plumbing, or mechanical system revisions, but will require that the unit owner make the Harbor Pointe office aware of the revision(s) and provide a copy of the approved City of Titusville Building permit for any major revisions within their unit.

Signature of Owner(s): _____ Date: _____

===== DO NOT WRITE BELOW THIS LINE =====

This Application is hereby: ☐ Approved ☐ Disapproved

Date _____ Signature Board or ARC Chairman _____

Comments: _____

DATES: Received from Owner _____ Emailed to Assn _____ Emailed to Owner _____