

MEMORANDUM

TO: The Membership of Ocean & Racquet

FROM: Stephanie McEnany, LCAM

DATE: February 3, 2020

RE: Renovations in Condos/ARB Application

Please note that when making changes, alterations, renovations, additions and/or removals to your unit you must first complete an ARB (Architectural Review Board Application) and submit for approval of the modifications requested. In addition, all contractors and subcontractors associated with your request must be properly licensed & insured or will not be permitted to work on the property. Contractor licensing & Insurance is to be provided along with the ARB Application at the time of submission. No work is to be performed until written approval is received from the Association. All necessary permits must be turned in at the office prior to work being started upon approval.

The Association reserves the right to stop construction and institute fines subject to the Association fine schedule if proper procedure has been violated.

Thank you in advance for your cooperation.

RULES, RESTRICTIONS AND GUIDELINES FOR CONTRACTORS, VENDORS & OWNERS

Ocean & Racquet Club Condominium Association, Inc.

Due to occasional abuse of the common property and disregard of other owners' right to the peaceful enjoyment of their respective units, it has been determined that when work is being performed in individual units, e.g. carpet replacement, tile installation, painting, etc., the following Rules and Restrictions must be promulgated. All contractors, vendors and owners performing their own work must adhere to these guidelines.

Owners are required to notify the Association's office by completing an ARB form of any pending work to be performed in their unit and approved. All contractors must have current Certificate of Liability, and workman's compensation. on file before any work can begin. Contractors must be apprised of these guidelines. Once all the paperwork is approved and your contractor begins working on your unit, they must come into the office every day, sign in and obtain the proper passes to gain entry onto the property. Contractors will not be allowed entry onto property unless all steps have been completed.

Work cannot commence before 8 A.M. and must cease by 5 P.M daily, except Sundays & major holidays. Case by case exceptions can be granted by Management, for emergency work after 5pm, with an absolute stoppage not later than 8 P.M.

All tools, pans, buckets, etc. can be cleaned in only one location on the property. The office will instruct as to location.

All debris must be removed from the property. It is not permitted to use the Association's garbage area to dispose of this material. With approval from Management, construction "dumpsters" will be permitted. No paint cans, whether or not they are empty, may be placed in the Association's garbage areas.

All work should be done inside the unit. No work is permitted in the hallways, courtyards or breezeways. Hallways, courtyards and breezeways must be cleared of materials at the completion of each day.

Any damages to the common property, e.g. paint drippings, tears or stains in the hall carpet, (Building 3 & 5) will be charged to the owner whose unit is being worked in.

All hard surface flooring is required to have an underlayment of sound attenuation material. Such material must be approved by Management and a receipt for this material must be submitted along with an ARB Form to the office for the owner's file.

No work, additions or changes on the outside of a unit (including balconies and (patios) is permitted without Board approval. Patio/balcony flooring material must be approved by the Board or their designated Agent.

VARIANCE REQUEST FORM
St. Augustine Ocean & Racquet
Architectural Review Board (ARB)
Application

Unit #: _____ Approved/Date: _____ Denied/Date: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone #'s: _____ Email: _____

Date Submitted: _____ Date Received by ARB: _____

In accordance with the Association's Covenants & Restrictions, I hereby request the Association's consent to make the following changes, alterations, renovations, additions and/or removals to my unit:

Provide a detailed description of your request — include drawings/plans for additions and/or modifications.

Estimated Start Date _____ Estimated End Date of Project _____

Is this an amendment to a previous request? _____

If yes, approximate date of previous request: _____

I understand that under the Covenants, the ARB/Board will act on this request and provide me with a written response of their decision within 30 business days of my request. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a professional manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to their owners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work. I will be responsible for complying with, and will comply with, all applicable federal, state & local laws, codes, regulations and requirements in connection with this work, and I will obtain any necessary government permits & approvals for the work. I understand and agree that the COA, Board of Directors, agents and the ARB have no responsibility with respect to such compliance and that the Board or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code regulation, or governmental requirement.

The contractor is: _____ Contractor's License & Insurance Submitted: _____

Signature: _____ Date: _____

PLEASE RETURN COMPLETED APPLICATION TO:
St. Augustine Ocean & Racquet Resort
880 AIA Beach Blvd. Office
St. Augustine, FL 32080