

THE GRANDE DOWNTOWN ORLANDO CONDOMINIUM ASSOCIATION, INC.

ARCHITECTURAL MODIFICATION APPLICATION FORM

Per the Declaration of Condominium:

No owner of a Unit shall make or cause to be made any structural modifications or alterations or replacements in unit owner's Unit, or in the exterior doors of a unit owner's Unit, or in the water, gas, electrical, plumbing, air-conditioning equipment or utilities therein, without the consent of the Board of Directors of the Association, which consent may be withheld in the event the Board of Directors determines that such structural alteration, modification or replacement would in any manner endanger the structural soundness of the building.

If modifications, alteration or replacement desired by an owner of a Unit involves the removal of any permanent interior partition, the Board of Directors may permit the same if the same is not a load-bearing partition and if the same does not interfere with any common utility source. A unit owner making or causing to be made any structural modification, alteration or replacement to unit owner's Unit agrees, and shall be deemed to have agreed, to hold the Association and all other unit owners harmless from any liability arising therefrom.

No unit owner shall cause any improvements or changes to be made to the exterior of the Condominium including, but not limited to, painting, installation of electrical wires, television antennae, or air conditioning units which may protrude through the walls or roof of the building, or in any manner change the appearance of the exterior of the building or any portion of the building not totally within each Unit, without consent of the Board of Directors. No unit owner or any other person shall install upon the roof or exterior of the building or upon the common elements of the Condominium, any television antennae, radio antennae, electric, electronic, electro-mechanical or other communications device, decorative item or affixed furnishing, without the consent of the Board of Directors.

Any work being done within a unit must be approved by the Association. This is to assure all association requirements are being met and in the case of an emergency, the Association knows where the work is being performed. Work requiring approval prior to commencing includes, but is not limited to:

- Repair/replacement any portion of the Unit or limited common element appurtenant thereto, except the portions to be maintained, repaired and replaced by the Association. Unit Owners are responsible to maintain, repair and replace all plate glass, sliding glass doors, windows, screens and doors opening into or onto the Unit. All such maintenance, repairs and replacements shall be done without disturbing the rights of other unit owners. **All exterior door paint must be purchased from the Association. Front door locks must be approved by the Association prior to installation. Contact Management for more information regarding door locks.**
- Maintenance, Repair and/or Replacement at Unit Owner's expense, unit owner's individual air conditioning and heating system located inside unit owner's individual unit.
- Maintain, repair and replace at unit owner's expense all fans, stoves, refrigerators, dishwashers, washing machines, dryers, or other appliances or equipment including all fixtures and/or their connections required to provide water, light, power, telephone, sewage and sanitary service to unit owner's Unit.
- The floors and interior walls of any balcony, terrace or patio of a Unit shall be maintained by the unit owner at unit owner's expense. **Please see Notice and Acceptance of Standards for Control of Sound Transmission and Impact Isolation Classification – Floor Coverings.**

NOTICE AND ACCEPTANCE OF STANDARDS FOR CONTROL OF SOUND TRANSMISSION (STC) AND IMPACT ISOLATION CLASSIFICATION (IIC) – FLOOR COVERINGS.

Pursuant to the Rules and Regulations of The Grande Downtown Orlando Condominium Association., Inc, A Condominium, Floor Coverings (hard or heavy surface covering), including without limitation tile and wood, cannot be installed in any part of the condominium unit, without prior approval and consent of The Grande Downtown Orlando Condominium Association, Inc (The Association).

The Association shall not approve the installation of any hard and/or heavy surface floor coverings unless the aggregates sound isolation and acoustical treatment carries a minimum Sound Transmission Classification (STC) of 65 or better and a minimum Impact Isolation Classification (IIC) of 65 or better. The Association highly recommends STC and IIC ratings of 70 or higher.

The Unit Owner shall install the foregoing insulating materials in a manner that provides proper mechanical isolation of the floor coverings from any rigid part of the building structure, whether of the gypsum concrete and plywood subfloor (vertical transmission) or adjacent walls and fittings (horizontal transmission) under the required City of Orlando permitting and inspection process.

If any installation of hard and/or heavy surface floor covering shall be made in violation of these standards, the Association shall have the immediate right to prohibit further installation or, if already installed, require that the floor coverings be removed at the unit owner's expense and replace the floor coverings and sound insulations which meets the above described standards. Balcony floor coverings are strictly prohibited.

Compliance with these standards is mandatory under the Declaration of Condominium, and shall be enforced by the Association in Circuit Court in and for Orlando, Orange County, Florida by an action seeking injunctive relief of specific performance. The undersigned acknowledges such rights and submits to the jurisdiction of the Orlando, Orange County Circuit Court for the enforcement of these standards described above. In the event that a judicial proceeding shall be necessary, the Association's costs to make the required corrections and the Association's reasonable attorney's fees (including trial and appellate fees) and court costs shall be charged against the unit owner and such amount shall be secured by lien in favor of the Association against the condominium unit and shall be enforceable in accordance with the terms of the Declaration of Condominium.

A copy hereof shall be maintained in the Association's records and may be used in any enforcement proceedings of the Rules and Regulations of the Condominium Documents. No proposed transfer of title or lease of the condominium unit shall be approved unless the intended transferee or lessee shall have signed a copy of this Notice acknowledging receipt hereof and such transferee's or lessee's agreement to abide by and bound by the terms hereof.

Additional Documents/Items Needed Work Being Done in Units:

All plumbing and electrical work must be done by a licensed and insured vendor. Along with the following application, you must submit the additional documents with each application

Non-Flooring Architectural Application Additional Documentation Required:

- Vendors Business License
- Vendors Certificate of Liability Insurance naming The Grande Downtown Orlando as the Certificate Holder. It must also reference the unit number work is being performed in.
- Unit Owner's Evidence of Insurance (HO-6 policy).
- Any applicable permit required by the City of Orlando

Flooring Architectural Applications:

- Vendors Business License
- Vendors Certificate of Liability Insurance naming the Grande the certificate holder. Must also reference the unit number work is being performed in.
- Unit Owner's Evident of Insurance (HO-6 policy)
- Sample of Underlayment
- Label from box or roll of underlayment showing STC and IIC rating of 65+
- Receipt showing how much of underlayment was purchased.
- Any applicable permit required by the City of Orlando

HVAC System Repairs and Replacements:

If AC is being repaired or replaced, vendor is responsible for protecting the sprinkler head located within the water heater closet. If vendor will not take responsibility, unit owner is responsible for any fees required to have the Association's life safety vendor drain the sprinkler system, sit on fire-watch while the repair is being completed, fill the system back up and make sure it is in proper working order. The charges will include a trip charge and hourly charge (pending the time, this may result in "after hour" charges per hour).

Items that do not require an Architectural Modification Application, but require notice to the Association:

- Due to the Association having property locations within each unit: fire sprinkler heads and fire alarms (this excludes the smoke detectors), any painting of a unit shall be notified to the Association. Once painting is completed, the unit owner shall allow the association to gain access to inspect their property. Any fire sprinkler head or fire alarm that has been painted will be the financial responsibility of the unit owner to replace.
- Window Coverings – blinds and window coverings must be approved with a picture sent to Management via e-mail to assure window coverings such as blinds conform to the requirements of the Association.

CONTRACTOR POLICIES AND PROCEDURES:

- **Working Hours:** Monday – Friday work may be done starting at 9AM through 5pm. Sat/Sun work is allowed between the hours of 10AM and 6pm. No Exceptions.
- **Removal of Debris/Old Appliances/Bulk Trash:** Cabinets, counter tops, old appliances, fixtures, flooring, etc., must be hauled off the property by either the vendor or the unit owner. Bulk trash may not be thrown away on property or left in any common area receptacle for any reasons. Trash may not be left on any common area portion or balcony for any amount of time. If construction debris or old items are found on property, the unit owner may be assessed a fine through the Board of Directors.
- **Flooring** – all flooring must be cut from within the unit. Flooring may not be cut on the balcony, hallway, garage, etc.,

***Please assure your vendor does not try to remove, touch, or get any paint on any of the life safety equipment located within each unit. Life safety equipment within each unit consists of the fire sprinkler head, the discussion rings around the fire sprinkler head and fire horns. Any items found to have been removed, touched, tampered with or painted will be the unit owner's financial responsibility to replace/repair. Smoke detectors are the unit owner's responsibility. ***

The Grande Downtown Orlando Condominium Association, Inc

ARCHITECTURAL MODIFICATION APPLICATION FORM

Date: _____

Unit: _____

Unit Owner Name: _____

Unit Owner Mailing Address: _____

Phone: _____ **E-Mail:** _____

Preferred Start Date Once Approved: _____

TYPE OF MODIFICATION BEING REQUESTED (Please describe in detail. Include the following: Material, color, size/dimensions or areas involved.) Please refer to Declaration of Condominium Section. Submit additional page(s) if needed:

The following will need to be submitted before the application will be reviewed:

- **Plans & Drawings**
- **Material Specifications**
- **Vendor's Current Certificate of Insurance Naming the Grande the Certificate Holder**
- **Vendor's Business License**
- **City of Orlando Permit if Required per Law**
- **Evidence of Insurance to Unit Owners Required HO-6 Condo Insurance Policy**

The above must be submitted at the time of the application. Missing documents will delay the approval process. Approval process can take anywhere from 7-10 business days.

I/We hereby make application to The Grande Downtown Orlando Condominium Association, Inc. for the above described item to be approved in writing.

I/We understand and acknowledge that approval of this request must be granted before work on the modification may commence and that if modification/installation is done without the approval of the Association, the Association may force the removal of the modification/installation and subsequent restoration to original form at my expense.

I/We understand that our vendors are responsible for removal of debris from the property as a result of improvements. Upon approval, I/we will notify management of commencement date. I/We understand that I/We is/are responsible for all actions taken by the hired vendor. I/We understand it is my/our responsibility to assure that the contractor is in compliance of all Rules and Regulations while on Condominium Property.

I/We understand it is our responsibility to provide access on to the property and in to the unit. The vendor is an invited guest of mine/ours.

Applicant Signature: _____ **Date:** _____

Applicant Name (print): _____

Applicant Signature: _____ **Date:** _____

Applicant Name (print): _____

This Section is for Association Office Use Only

APPLICATION: **APPROVED** **DENIED**

X _____
Manager's Signature

Date Approved

A copy must be retained in the Association's files under the "Forms" section in the Unit Owner's file. If unit transfers to a new owner, this approval must remain in the file with all supporting documentation as proof of approval. Copy must be uploaded in Connect as well.

The Grande Downtown Orlando Condominium Association, Inc.

APPLICATION FOR FLOOR COVERING (Tile/Hardwood/Laminate/Vinyl, etc.) & INSULATION DATA

UNIT OWNER'S NAME: _____

PHONE: _____ Unit # _____

REQUESTED DATE of INSTALLATION _____

VENDOR PERFORMING WORK: _____

INSTALLER'S NAME _____

INSTALLER'S ADDRESS _____

INSTALLER'S PHONE NUMBER _____

FLOOR COVERING DESCRIPTION _____

SOUNDPROOF/UNDERLAYMENT DESCRIPTION _____

• STC (SOUND TRANSMISSION CLASSIFICATION) RATING _____

• IIC (IMPACT ISOLATION CLASSIFICATION) RATING _____

STC and IIC ratings must be supported with documented data on sound testing. The label from the box or roll showing STC and IIC rating must be submitted with the application along with a small 2"x2" sample of the underlayment and a copy of the receipt showing how much was purchased.

Area/location where floor will be installed, Square Footage and Flooring Description:

Bedroom: _____

Den: _____

Kitchen: _____

Foyer: _____

Dining Room: _____

Living Room: _____

The above named contractor is attesting to the fact that proper soundproofing as stated above will be installed.

Owner Signature

Date

Owner Print Name

Contractor Signature

Date

Contractor Print Name

Association Office Use Only

X_____
Management

Date Received in Office

Management – Print Name

Date Approved