

OCEAN PALM VILLA ASSOCIATION, INC.

UNIT ALTERATION APPLICATION

Please complete this form in its entirety. Attach any necessary plans, specifications, or documents as outlined in the guidelines. Approval from the Board of Directors must be obtained before commencing any work. Please note that a permit may be required and should be filed once approval is granted.

Owner Information

Owner's Name: _____

Property Address: _____ Unit Number: _____

Phone: _____ Email: _____

Project Information

Type of Work: (e.g., Flooring, Plumbing, Electrical, Hurricane Shutters, Windows/Doors, Structural Changes)

Project Description (Scope of Work: Please provide a detailed description of the work being proposed, including materials, design, and layout as applicable).

Estimated Start Date: _____ Estimated Completion Date: _____

Contractor Information

Contractor's Name: _____

Contractor's License Number: _____

Contractor's Address: _____

Contractor's Phone Number: _____

Contractor's Email Address: _____

Required Attachments

- Plans and Specifications – Please attach detailed plans, including layout, materials, color samples, and any other specifications relevant to the project.
- Permit Requirement – Once the unit alteration application approval is received, owner must file for a city permit and provide proof of filing.
- **Submit completed application to: st@alsopcompanies.com.**

Owner Acknowledgment

By signing this application, I/we acknowledge that:

The proposed work complies with the Association's governing documents and guidelines. No work will commence until approval is granted by the Board of Directors and all required city permits are obtained.

Any damage or modifications outside the scope of work are the responsibility of the homeowner.

Owner Signature: _____ Date: _____

FOR BOARD USE ONLY:

Date Received: _____ Application Number: _____

Board Decision:

Approved _____ Approved with Conditions _____

Denied _____

Comments/Conditions:

Reviewed By: _____ Date of Decision: _____

Signature: _____ Title: _____

ARTICLE X. MAINTENANCE, ALTERATIONS AND IMPROVEMENTS

D. Alteration of Unit. 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 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 the modification, alteration or replacement desired by an owner of a Unit involves the removal of any permanent interior partition, the Board of Directors may permit 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, other than the Developer and/or the agents of the Developer, 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.

E. Liability of Unit Owner. Should a unit owner undertake unauthorized additions and modifications to the unit owner's Unit, or refuse to make repairs as required, or should a unit owner cause damage to the Condominium Property, the Association shall have the right to avail itself of the remedies set forth in Section 718.303(1) and (3), Florida Statutes, which remedies include the levy of a reasonable fine, an action for damages or an action for injunctive relief.