

Architectural Modification Request Form (ARC)

Please complete this package and return it to Cypress Bend Condo I via email at ARC@CypressBend1.com in order to perform an architectural modification in your unit. This application will be reviewed and returned to you within 30 Days after receipt by association management. Incomplete applications will not be processed.

No work may take place in the unit before the owner has received both a signed and approved ARC form and, if applicable, a Permit from the City of Pompano Beach.

While work is ongoing in the unit, the unit owner and any contractors shall display on the front door in a prominent location BOTH the approval letter received from the association, and the permit approval received by the city. These items must be displayed at all times when there is work ongoing in the unit.

As a reminder, the following are not permitted at Cypress Bend Condo I

- *Washer/Dryer (or Hookups)*
- *Tankless Water Heaters (Mini or Central)*
- *Tile on Balconies / Terraces*

Please submit all the following information with your application:

- Architectural Modification Request Form
- Indemnification And Hold Harmless Agreement
- Contractors State and Local Business Licenses
- Certificate of insurance for all contractors / subcontractors performing work on the property.
 - All vendors must carry general liability insurance and workers' compensation insurance.
 - The vendor should name “Cypress Bend Condo I and KW Property Management and Consulting, 2320 S Cypress Bend Drive, Pompano Beach, FL 33309” as additional insured on any insurance certification submitted.
- Copy of proposal, estimate, design drawings, or any other specifications needed to verify the scope of the work being performed.
- Drawings of Floor Plans showing any modifications to be made and there approximate locations.
- Design or Specifications for Materials to be Used in Project. *A Receipt, invoice, or manifest showing proof of purchase of the product should be provided.*
 - Soundproofing – Material must have a Sound Transmission Class (STC) rating of greater than 60, or the requirements under city code, if that should exceed an STC of 60.
 - Impact Glass Windows – Bronze Frames must match existing on exteriors, and only light grey or Clear UV tint is allowed.
- Copy of the Permit Application with the City of Pompano Beach.

ARCHITECTURAL MODIFICATION REQUEST

DATE: _____

UNIT OWNER(s) (APPLICANT):

ADDRESS: _____ SOUTH CYPRESS BEND DRIVE, UNIT # _____, POMPANO BEACH, FL 33069.

Cluster Letter: _____

TELEPHONE: (Home) _____ (Mobile) _____

SUBJECT BEING REQUESTED - PLEASE DESCRIBE IN DETAIL THE WORK TO BE PERFORMED I.E. PLUMBING, WALL ADDITION/REMOVAL, ETC. AND AREA OF UNIT (BATHROOM, KITCHEN, LIVING ROOM OR BEDROOMS(S), PATIO, HURRICANE SHUTTERS OR IMPACT WINDOWS.

DRAWINGS MUST BE ATTACHED

I/We hereby make an application for the above described improvement(s) to be approved, in writing, by the Board of Directors.

I/We understand that approval of our request must be granted **prior** to commencement of work and that **all permits required by the City of Pompano (building, plumbing or electrical)** department have been obtained along with a copy of the contractors "**CERTIFICATE OF INSURANCE**" with copies to be placed in unit file, maintained in the Association management office.

I/We acknowledge that we could be forced to have the improvement(s) removed if it is installed without prior written approval

Signature of Applicant

Signature of Applicant

Date

APPLICATION DECISION

- APPROVED – *pending permits from the City of Pompano Beach Building Department.*
- DISAPPROVED

Date

Board of Director(s) Signature

Indemnification And Hold Harmless Agreement

This Agreement, entered into this _____ day of _____, 20____ by and between CYPRESS BEND CONDOMINIUM I ASSOCIATION, INC. (hereinafter the Association) and

_____ the owner of Unit _____ South Cypress Bend Drive, Pompano Beach, FL 33069 in building _____, hereinafter the unit owner(s), its successors or assignee(s). The legal description of said unit is:

The Unit owner(s) agrees(s) as follows:

1. To Indemnify and Hold Harmless the Association from all claims, demands or suits brought against the Association arising out of improvement.
2. That any funds expended by the Association to approve, repair, correct or maintain the improvement or to defend any claim, demand or suit shall be deemed to be amount due by the unit owner(s) to the Association without offset and may be the basis for a lien against the unit and said lien be foreclosed pursuant to the provisions of the Declaration of Covenants & Restrictions. Additionally, any money expended by the Association against the unit owner(s), whether or not lawsuit is commenced to enforce this Agreement.

In witness whereof, the undersigned have executed this agreement the day and date set forth above.

Homeowner Signature

Board of Director Signature

SWORN TO AND SUBSCRIBED BEFORE ME

this

_____ day of

_____, 20____

NOTARY PUBLIC, State of Florida. At large my
commission expires.

SWORN TO AND SUBSCRIBED BEFORE ME

this

_____ day of

_____, 20____

NOTARY PUBLIC, State of Florida. At large my
commission expires.

Notary Public Signature

Notary Public Signature

Guide to Work Requiring A Permit in Cypress Bend Condo I

In general, all construction, electrical, mechanical, or plumbing work performed inside of a condominium unit requires a permit.

The following work **does not require** a permit in Florida:

- Replacement of plumbing fixtures after the stop, **excluding water heaters.**
- Stopping of leaks
- Clear drain stoppages, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.
- Connection of portable equipment such as portable heating appliances, portable ventilation equipment, portable cooling units, and portable evaporative coolers.
- Any steam, hot, or chilled water piping within any heating or cooling equipment regulated by the code.
- Replacement of any part within a single piece of equipment
- Air conditioning repair
- Carpet installation
- ceiling fan replacement using existing outlet box and wiring.
- Door replacement for any interior, residential door within the individual unit
- Heating unit repair
- Installation of floor/wall ceramic tile on **FIRST FLOOR UNITS.**
 - Second Floor Units and Above require permits.
- Painting/wallpaper
- Plumbing fixture replacement
- Residential appliance replacement
- Residential drywall repairs that are not fire-related and are for small areas that do not exceed two sheets of drywall.
- Replacement of existing countertops and sinks that are going back in the same location (bathroom vanity, kitchen cabinetry replacement in single family and condominiums does require a permit).
- Window repair

However, if your building project consists of constructing, enlarging, altering, repairing, moving, demolishing, or changing the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done will need a permit.

OWNER NAME
BUILDING NUMBER S Cypress Bend Drive
UNIT NUMBER
Pompano Beach, FL 33069

Date

Dear OWNER NAME,

Architectural Modification Approval

I am pleased to inform you that your application for architectural modification at Cypress Bend Condo 1 has been approved for unit at *** S Cypress Bend Drive, Apt ***, Pompano Beach, FL 33069. We appreciate your attention to detail and thoughtful consideration of the impact of your proposed modifications on our community.

The modifications you have proposed are in line with the guidelines set forth by the Cypress Bend Condo 1 Association, and we are confident that they will enhance the overall aesthetic and functionality of your unit.

The following modifications have been approved:

Modification Description: ***

Location of Modification: ***

Start Date of Modification: ***

Completion Date of Modification: ***

Thank you for taking the time to submit your application, and for your commitment to maintaining the high standards of our community. Please remember to post a copy of this letter, along with a copy of the approved City of Pompano Beach permit, on the door of the unit while any work is being performed.

Please be reminded that the contractor must remove all appliances / construction debris to be disposed of offsite and leave all common areas in a neat and orderly manner at all times.

Sincerely,



Jacob Weil
Property Manager, Cypress Bend Condo I