

Bahamian Club Owners Association, Inc.
4150 S. Atlantic Avenue
New Smyrna Beach, FL 32169
Office: (386) 423-8957 * Fax (386) 423-8189
manager@bahamianclub.com * www.bahamianclubowners.com

Architectural Modification Request Packet

Dear Owner(s),

This page summarizes the ACC Approval process so you'll know what to expect.

After you've completed this application, please return to the Manager and they will submit it to the ACC Committee for review.

ACC PASS:

If the project is in line with the standards of the ACC Committee and CC&R's, your application will pass onto the next phase of the process, if not, you will be notified by the office. Once the project passes you can file for a permit if necessary and you'll need to provide the office with copies of all of the attachments listed on the application. Once they have received all of the documents and have had an opportunity to review it, they will either approve it, approve it with conditions or deny the application. The explanations are always included and you'll have the opportunity to review and revise any corrections needed for approval.

*****Please note if work begins before you have received the letter of approval, you may be responsible for removing the improvement and any fees associated with doing so*****

CODE REQUIREMENTS:

Any time you're replacing a door, window or slider, it has to meet the current code and a builder's permit must be pulled. If you opt to use Miami-Dade County approved non-impact glass, you are required by the city to install hurricane shutters. The building inspector won't sign off on the project if the shutters are not in place for the inspection. You must list the installation of approved shutters per the current code on your ACC request form for review.

Any time you're doing a porch remodel, this requires a structural permit indicating the contractor will be going into the walls. This project is more than replacing windows and must be reported as such by the contractor. If a permit is received that is not in compliance with this, the ACC request will be denied until a correct permit has been submitted.

ACC APPROVED:

Once the project has been approved, you will receive a letter from the office indicating that the work can commence when you're ready however, the project must be completed within one year. It's the owner's responsibility to notify the contractor after approval indicating the work can begin.

ACC COMPLETION:

After project has been completed, please provide the office with a copy of the final permit signed off on by the inspector.

HOMEOWNER TIPS:

As a homeowner, it's important you have your own file complete with the following:

- Contractor insurance and license documents
- A signed contract
- Literature and warranty information on the product being installed
- Notice of commencement if applicable
- Initial and final builders permits
- Any receipts for materials or balances paid to the contractor
- A final receipt showing payment in full once project is finished

As a general rule, it's always best to pay for supplies and balances by credit card or check.

Architectural Modification Request Form

Upon completion return or mail to:
Bahamian Club Owner's Association, Inc.
 Attn: Architectural Control Committee (ACC)
 4150 S. Atlantic Avenue
 New Smyrna Beach, FL 32169
 Fax to: (386) 423-8189 or email manager@bahamianclub.com

Unit:		Date:	
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Name(s):	
Address:	
Phone(s):	

Proposed Modification(s):	New:		Replacement:		Removal:		Glass Type:	Impact:		Non-Impact	
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Please describe addition, replacement or removal below:

Attachment(s): Incomplete requests will be returned. Please check off each item submitted with your application.

	Contractor's License
	Contractor's Certificate of Liability Insurance
	Contractor's Workman's Comp.
	Builders Permit for balcony sliders and miscellaneous projects required before the commencement of work
	Structural Permit for porch remodels required before the commencement of work
	Letter of commencement if project is more than \$2,500
	Scaled drawing(s) with exact locations and all significant dimensions (If applicable or requested)
	Copy of site plan and/or survey that depicts the dimensions and location of requested alteration
	List of significant materials (and type)
	Neighbor Acknowledgement(s)

Modification performed by:

Self:		Contractor:		Name of Contractor:	
Please attach the contractor's license and insurance information					
Estimate date construction will commence:					
Estimate date construction will be completed:					

After project has been completed, please provide the office with a copy of the final permit signed off on by the inspector.

ACKNOWLEDGEMENT:

Failure to start or complete modification within the time specified on the application shall result in withdrawal of approval unless an extension is requested and approved in writing. I understand that I am responsible for complying with all city and county regulations and that approval by the Association does not constitute such. Likewise, approval by government agencies does not mandate approval by the Association. **I agree to obtain any and all necessary municipality or county permits prior to commencement of any construction.** Neither the Homeowners Association (“HOA”), the Board of Directors (“BOD”), the Architectural Review Committee (“ACC”), nor their respective members, Secretary, Successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval or an architectural alteration by reason of mistake in judgment, negligence or nonfeasance, arising out of any action with respect to any submission. The Architectural Review is directed toward the review and approval of site planning, method of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof. I will assume the responsibility for any work under the above proposed modification that my contractor or I accomplish which may, in the future, adversely affect the common area. I will assume responsibility for all future maintenance of this addition or modification. I also understand that in the event construction is not started within twelve (12) months from the date of approval, then a new application must be submitted.

I understand that it is my responsibility as the property owner to receive approval for this modification in writing from the ACC Committee before the commencement of any construction. I further understand that if for any reason construction starts prior to receiving approval, I as the homeowner, may be responsible for removing the improvement and any fees associated with doing so.

Once the project and city inspection are complete, please bring a copy of the signed permit to the office.

SIGNATURE(S):

The above and attached information is complete and accurate to the best of my knowledge. Installation and maintenance is to be at no cost whatsoever to the Association.

Signature:		Signature:	
Print:		Print:	
Date:		Date:	

NOTICE TO NEIGHBORS:

On the date below, adjacent neighbors were provided a copy of this application and attachments for their review. Neighbors' signature acknowledges receipt of application only and is not to be construed as a consent or endorsement of proposed modification. If unable to obtain signature, please attach proof of delivery.

Name:		Unit:		Date Notified:	
Name:		Unit:		Date Notified:	
Name:		Unit:		Date Notified:	