

This page for Architectural Integrity Committee (AIC) use only.

1. Date application request reviewed: _____

2. Date site inspected: _____

3. Date AIC recommendation given to the Board of Directors: _____

(a) Application request approved: Yes [] No []

(b) Conditionally approved: _____

(c) Application incomplete: Resubmit, Additional info needed _____

(d) Date application not approved by AIC: _____

Comments: _____

4. Site inspection schedule by AIC:

(a) Work Start Date: _____

(b) Job Completion Date: _____

Job must be completed within three (3) months from date of approval of the Board of Directors

Comments: _____

AIC Members: 1. _____

2. _____

3. _____

Signature: _____

Date: _____

Checklist:

1. Application approved by Board [] Date: _____

2. Letter of consent sent to applicant [] Date: _____

3. Building permit received/Owner notification [] Date: _____

4. Unit owner advises work started [] Date: _____

5. Unit owner advises work completed [] Date: _____

6. Letter of responsibility (Form 4) sent to owner [] Date: _____

After final action all papers will be filed in the unit file.

APPLICATION PROCEDURES FOR ARCHITECTURAL CHANGES TO UNIT

PERMISSION TO ALTER UNIT: No unit shall be altered until an application has been filed with the Manager, Architectural Integrity Committee (AIC), and or Board and written approval is received from the Shore Club Condominium Association, Inc. (SC) Board of Directors. Accordingly the following steps will be followed by all unit owners' requests for changes to units.

1. Owner will petition the Board of Directors for any changes by completing the Architectural Improvement Application and Review form available by contacting the AIC Chair, Building Manager. All such petitions shall be processed through the AIC as detailed below.
2. After reading all the information, collecting the necessary paperwork and fully completing the request form, the owner returns it to the AIC for review. Within one week the AIC will acknowledge receipt of the request in writing.
3. The AIC will consider the request at the next scheduled meeting (the first week of each month) provided there is sufficient time to visit the unit and assess impact, if any, on neighboring units. Timing and procedure is not subject to change except in cases of emergency involving medical disability only.
4. After review, the AIC will send a recommendation to the Board for action. After the Board meets (on the second Thursday of each month) the owner will be notified in writing of their decision.
5. The unit owner will advise the AIC the date the work will begin. During period of construction, the site will be visited as required and inspected by AIC to assure adherence to approved plans. Any deviation from plans will result in immediate issuance to the owner of a "Stop Work" notice, sent by AIC by registered mail (see attached) work may not be resumed until violations are corrected and verified by inspection.
6. The owner or contractor will notify the office on completion of work so a final inspection can be made of the project to assure compliance. The AIC will acknowledge the completion of work by sending a letter to the owner. Such letter specifies the owner's responsibility in future upkeep and maintenance of the project.
7. The AIC is made up of volunteer unit owners, The Chair person is appointed by the President. The committee's responsibility is to administer the SC rules and regulations as set forth in the Declaration and By-laws. The committee shall vote on requests for all changes and shall present its recommendations to the Board for its approval or disapproval. In the absence of a Committee, the Board of Directors will act on each request.
- 8. This application must be accompanied by a \$500 refundable security deposit. If damages exceed this amount, then the unit owner is responsible for the additional payment within 48 hours.**

SPECIFICATIONS & GUIDELINES/UNIT OWNERS & CONTRACTORS

1. **DESCRIPTION**: The application should include a general description of the work proposed and its exact location. The materials to be used must conform and be consistent with the Shore Club architectural and integrity design e.g. paint, color, and structure.
2. **PLAN SKETCH**: The plan sketch should be of sufficient clarity and detailed with the exact dimensions, material specifications and show the nature and character of the project. Special attention should be given to the location of the project keeping in mind the perimeter of the unit.
3. **ALTERATIONS**: No building Common Elements or Limited Common Elements shall be altered, nor should there be any addition or replacement to the exterior of the unit. This is covered in detail in the Shore Club Declaration of Condominium, By-laws and the Rules & Regulations issued to all unit owners.
4. **APPLICATIONS**: An application must be completed and signed by the unit owner and delivered to the AIC. Permission, if granted, shall be valid for 3 months from the date of approval by the Board. Any consent may be amended, added, or revoked if deemed necessary. Also additional information may be requested if deemed necessary.
5. **BUILDING PERMITS**: The unit owner, after receiving a letter of consent from the Board of Directors, will be responsible for obtaining a building permit from the City of Fort Lauderdale. The consent letter is a prerequisite to obtaining the permit. A copy of the permit must be received by the AIC before any work is started by the contractor. The AIC will consider an application before a permit is secured where the unit owner desires an approval of the general concept of the proposed change. In this case a second application may be necessary. If the City of Fort Lauderdale does not require a Building Permit, the owner shall notify the AIC in writing of this decision.
6. **CONTRACTORS**: All work must be done by a licensed bonded contractor. As indicated, we must have the license number, name, address, phone number, insurance carrier and a copy of certificate. The contractor will be responsible for removing all debris. If the owner is doing the work, the AIC must be notified of this in writing.
7. **WINDOWS**: All window repairs or replacements must conform to unit color and meet Shore Club specifications.