



SNUG HARBOR CONDOMINIUM ASSOCIATION, INC.
Architectural Review Committee (ARC)
APPLICATION For Construction

Owner(s) Name: _____

Unit Number: _____ Construction Address: _____

Day telephone: _____

Evening telephone: _____

Approval is hereby requested to make the following modification(s) or improvement(s) as described and depicted below, or on additional attached pages as necessary. Please include such detail as dimensions, materials, design, size, location and other pertinent data:

Attachments provided:

_____ Completed Application

_____ Copy of most recent survey (if applicable).

_____ Completed final and stamped architectural plans with property boundaries shown
by licensed Florida Architect. (if applicable)

_____ Contractor Agreement

TERMS OF AGREEMENT TO PERFORM WORK:

I understand and will comply with the following:

- No project may commence prior to unit owner receiving written approval by Condominium Association Board of Governors.
- It is the responsibility of the applicant to ensure that all work is completed by a licensed and insured contractor.
- Contractors may only work during the hours of 7:00 a.m. to 6:00 p.m. Monday through Friday. Saturday 8:00 a.m. to 3:30 p.m. No exterior construction on Sundays.
- Trash must be removed off site including any boxes, packing material, appliances, furniture or residual material.
- Unit owner is responsible for payment of and repair to any and all damage done to common areas or neighboring properties as a result of the installation/modification.

- Owner is responsible for insuring compliance with the elements of the SHYC Declaration, proprietary agreements specific to the property, all easements, State and County building codes and all applicable permits.
- The Snug Harbor Yacht Club Association shall be "held harmless" for any and all incidents or damages that may arise during or after the project.
- If owner's request is not approved, or work performed is different than approved by the ARCHITECTURAL REVIEW Committee, the owner understands and agrees, by signing below, that owner will be required to restore area to its original condition. Unit owner may also be subject to legal action by the association and that owner shall be responsible for all reasonable attorney fees and costs.
- The owner shall abide by the decision of the ARCHITECTURAL REVIEW COMMITTEE, and the Board of Governors.
- Building materials may not be placed or stored on common areas or adjacent property at any time. or any area that is visible from the road. Such materials, including, but not limited to stones, wood, screen, sand, pavers, tile or carpet, etc. should be stored out of sight on the construction site whenever possible.
- Contractor shall ensure that the construction site, common areas, and neighboring units, are free from dirt and debris at the end of each day. If such cleanup is not performed on a daily basis, the Association shall, at its option, have this work performed at unit owner cost. Unit owner agrees, by signing this form to pay all costs of clean up.
- If the construction application is for more than 5,000 square feet, no more than two years may be taken for its completion, starting with the date of Martin County permit approval. Likewise if construction is less than 5,000 square feet, this approval will expire after eighteen months.
- In the event of the announcement of a **hurricane watch** all tools, materials and equipment must be removed or stored securely from the wind. Dumpsters must either be removed from the site or emptied of debris. By signing this form, the unit owner acknowledges and agrees to reimburse Association for any and all expenses incurred by Association in its efforts to secure and protect units from damage that may be caused by unit owner or contractor's failure to secure or remove materials and equipment. Unit owner expressly holds the Association and its designated representatives harmless from any and all claims while implementing this action.

INSTRUCTIONS: Complete both pages of this form and give to the ARCHITECTURAL REVIEW COMMITTEE, which will then review and contact the applicant should they require any additional information. The Board of Governors will then approve, conditionally approve, reject or request further information. A copy of the approval will then be mailed to the owner and modifications or improvements may begin.

Date of Request

Signature of Owner

Initials

Date

ARC

Approved _____

Conditional Approval _____

Denied _____ by

Board

Approved _____

Conditional Approval _____

Denied _____ by

Reason for Denial or Conditional Approval _____

HAVE YOUR CONTRACTOR COMPLETE AND INCLUDE WITH YOUR APPLICATION

Contractor Agreement & Information Form

Unit # _____ Owner _____ Phone _____

Summary of Work to be performed (if additional space is needed, attach to form) _____

Contractor Name: _____

Corporation Name: _____

Phone: _____

Contractors and workers agree to abide by the Rules as set forth in the ARC Approval for all modifications or improvements and specifically to the following:

1. Construction hours are as follows:

Monday – Friday: 7:00 am to 6:00 pm

Saturday: 8:00 am to 3:30 pm

Sunday: Interior construction only

All vehicles must be off premise by 7:00 p.m. (M-F) or 4:00 p.m. (Saturday)

2. Trash must be removed off site including any boxes, packing material, appliances, furniture, or residual material. Clean up of all tools and equipment including cleaning of paint brushes, rollers and wash buckets must be performed away from the riverfront.
3. Clean up: All public walkways must be free of dirt, dust or debris prior to you leaving the job site each day. Contractor is responsible for payment of repair to any and all damage done to common areas as a result of the installation or modification.
4. No signs are to be posted with the exception of the builder's sign on the permit box.
5. Work trailers must not be left on the site for more than 30 continuous days.
6. All construction parking must be on property under construction.
7. The unit owner and builder are responsible for cleanup and damaged caused by any overspray or construction debris.
8. All construction dumpsters must be placed as close to the main building as possible. The grounds should be clean and free of loose debris.
9. Portable toilets must be as close to the main building as possible and where practical, should not face the street. Where this is not possible, the contractor shall install temporary fencing to shield the toilets from the street view.
10. Any changes to the exterior buildings, landscape or outside lighting must be presented to the architectural

review committee for approval.

11. Workers should conduct themselves with the consideration of neighbors, especially with regard to unnecessary noise, including loud music.
12. Materials may not be placed or stored on common area property at any time or any area that is visible from the road. This includes, but is not limited to stones, wood, screen, sand, pavers, tile or carpet.
13. ***HURRICANE WATCH*** In the event of the announcement of a hurricane watch all tools and materials and equipment must be removed from the job site or adequately secured in an enclosed area. All dumpsters and loose construction materials must be removed.
14. If your structure is more than 5,000 square feet a two year time frame to complete is required. If your structure is less than 5,000 square feet an eighteen month time frame to complete is required
15. Failure to abide by the above regulations will result in
 1. A charge to the unit owner (fine, repair and clean up fee).
 2. Suspension of privileges to work in SHYC
16. The Contractor acknowledges that the Board or ARC Chairman has the right to stop any and all workers should they perform outside the improvements as Approved by the Board of Governors.

Contractor signature _____

Print name: _____ Date: _____

Telephone Numbers (cell): _____ (office) _____

Homeowner signature _____