

Bay Harbor Club of Bonita Beach Condominium Association, Inc.

c/o Cambridge Management
9001 Highland Woods Blvd. Suite 2
Bonita Springs, Florida 34135
Office: (239) 249-7000 Email: stephaniea@cambridgeswfl.com

Architectural Design Modification Request

Applicant's Name(s): _____

Unit Number: _____ Building # _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Describe your request: _____

Estimated date project is to begin: _____ Estimated completion date: _____
(Maximum 6 months)

Submittal Requirements Checklist

- () Completion of Additional Required Application Forms for your project(s)
- () Read and Sign Request
- () Receipt of Design Standards specific to your project(s) - attached as listed below
 - o Hurricane shutters installation or modification
 - o Window or sliding glass doors, entry or lanai door replacements or modification
 - o Balcony screen enclosure modification
 - o Glass enclosures on lanai Installation or modification
 - o Tile or hard surface flooring interior or lanai installation
 - o Lanai sun shades installation
- () Plan Designs & Specifications - (In compliance with BHC standards to be attached to the submission)
- () Plumbing and/or Electrical Changes - (Required permits, specifications, and location plan)
If electrical or telephone lines are rerouted from the original box, the original box must remain in place with a cover plate to allow access
- () Alteration of Any Interior Wall or Structural Component
- () Location Project(s) - (Design plan, sketch or contractor's drawing with specific location of any electrical or plumbing changes)
- () Required: Proof of Licensure and Insurance by all contractors performing improvements - (liability, workman's compensation and auto).
- () After all approvals by the Board, either owner or contractor must post the Building Permit issued by the City of Bonita Springs and provide a copy.

Your application will not be accepted for consideration if any of the required items are not attached

Wet Slips and Boat Lift Agreements and Standards

The Association has established separate agreements and standards for the wet slips and boat lifts. Submissions regarding wet slips and boat lifts, will be processed through the Association in accordance with the community covenants and bylaws, and do not fall under the Design Review guidelines.

Architectural Design Modification Request Acknowledgement

I/We hereby make an application to the Bay Harbor Club at Bonita Beach Board of Directors for the described item(s) on page #1 to be approved in writing.

I/We acknowledge and agree:

That the Board approval does not constitute a representative of warranty of the quality of the work performed and that I am solely responsible for determining that the contractor's performance is satisfactory.

That neither the Bay Harbor Club at Bonita Beach Condominium Association Board of Directors, their representatives, or employees in any way endorse contractors or vendors for work in the community. The owner must obtain a copy of their contractor's license and original certificate of insurance.

That notice to the Board of the construction schedule and project completion date will be given so inspections can be arranged.

To comply with all State and County building code requirements, obtain any permit(s), if required for my particular modification(s), and post said permit(s).

That all work contemplated by the Applicant(s) will be completed within 6 months of the approval date of the Bay Harbor Club Board of Directors.

That if the approved work or changes contemplated by the Applicant(s) does not commence while the Applicant(s) is the owner of the affected property, that the approved application is considered null and void.

Board of Directors in keeping with the community covenants, has established standards to avoid modifications to individual dwelling units, limited common elements, or common elements, or structures that do not adhere to the "Design Rules" as promulgated by the Corporation through the Board of Directors.

Community Standards & Requirements

1. Owners must present all documents to include but not limited to, product specifications, pictures of the exact product being utilized, color and description, plans, permits, proof of licensure and insurance by all contractors performing improvements within the community, as stipulated in the "Architectural Design Modification Request" (ADMR) form.
2. **The "Board" shall not consider any application** for modification that is not complete, with all required documentation, and in no case shall the Board or its Representative affix their signature to an application in violation of the "Design Standards & Rules" of the community.
3. No modification of any structural element of an individual dwelling unit, limited or common areas will be done without the written consent of the Bay Harbor Club at Bonita Beach Condominium Association, Inc., this includes any electrical, plumbing, structural interior walls, or ceilings, as are described by the Community Covenants to be "common areas" and "limited common areas".
4. All completed submissions must be submitted to Suitor Middleton Cox & Associates for the Board of Directors.
5. The community has established "quiet times" for the peaceful enjoyment of all members. Construction is permitted Monday through Saturday 8:00 am to 5:00 pm).
6. During the winter "peak" season the Board reserves the right to limit projects that may create unwanted noise or debris that interferes with the peaceful enjoyment of the members and guests.

The Owner/Applicants(s) signing below understand that this request must be approved and granted before any modification work may begin. Any work or installation commencing before approval is granted will be required to be removed.

A request presented to the Board must be complete and final before being submitted. Any subsequent changes will require that the complete application be resubmitted for approval. The request must meet all terms and conditions as defined within this document.

Use of Licensed and Insured Contractors: Whenever a unit owner contracts for maintenance, repair, replacement, alteration, addition or improvement of any portion of the unit or common elements or limited common elements, whether with or without Association approval, such owner shall be deemed to have warranted to the Association and its members that his contractor(s) are properly licensed and fully insured, and that the owner will be financially responsible for any resulting damage to persons or property not paid by the contractors insurance.

Date Signature of Applicant Signature of Applicant

***THIS SECTION IS TO BE COMPLETED BY THE
BAY HARBOR CLUB BOARD OF DIRECTORS OR REPRESENTATIVE***

Date received: _____ Date Approved: _____

Board Approval: By _____
By _____

- () Approved
- () Disapproved (state reasons)

If Disapproved the Reason(s):

