

IN-UNIT CONSTRUCTION POLICY  
AND APPLICATION FORM  
FOR BOARD APPROVAL

To: Oceans Four Condominium Association, Inc.

Date: \_\_\_\_\_

From: \_\_\_\_\_

RE: \_\_\_\_\_

Unit Owner Name: \_\_\_\_\_  
Printed Name

Unit # \_\_\_\_\_

Scope of Work: \_\_\_\_\_  
(General Statement, Such as Replace Floor, or Install New Kitchen Cabinets; Include Room Location:  
Bathroom/Bedroom/Kitchen)

Contractor Company Name: \_\_\_\_\_

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**Policy Purpose:** the purpose of this Policy is to control in-unit construction at Oceans Four Condominium for the safety and comfort of all residents. Owners planning to remodel the interior of their unit must submit their plans to the Oceans Four Board of Directors for review and approval. Owners must **NOT** commence any work until the Board approves the planned work, and building permits are obtained, if applicable.

**Scope:** Under Section 5.1 (c) of the Declaration of Condominium, unit owners are required to obtain prior written approval for **any and all** intended additions, alteration or improvements in or to their unit, to the common elements and limited common elements. This includes the unit's balconies. Although not all inclusive, examples of this Policy include the following:

- a. There will be any significant delivery of material or equipment into the condominium.
- b. There will be any noise or debris created during the process.
- c. There will be any removal or changes of existing walls or ceilings or addition of walls or ceilings within the condominium unit.
- d. There will be any intrusion of any kind into the concrete or the common walls.
- e. There will be any removal of flooring materials and replacement of carpet with hard flooring within the condominium unit.
- f. There will be any changes within the bathroom facilities (shower, tub, toilets, faucets, etc.).
- g. There will be any interruption or movement of life safety equipment within the unit.
- h. Plumbing and electrical renovations and modifications including HVAC system, water heater replacement, etc.
- i. Any change(s) where a building permit is required for the construction.
- j. There will be a contractor hired to perform the work.

Prior to any type of work, the unit owner must notify the management of the intended construction. The activity shall be coordinated with the property manager and shall comply with the housekeeping rules, which are listed in this document. The Unit Owner and contractors must complete and sign the In-Unit Construction Application as listed at the end of this document, provide all required documents as indicated, and submit to the property manager for Board review and approval.

Construction will not begin until the Board has approved in writing the In-Unit Construction Application. This is for the protection of all owners. Please contact our Office Manager or a BOD member directly if this is an issue requiring immediate action/approval (i.e. active leak in unit, etc).

From: \_\_\_\_\_ Re: \_\_\_\_\_ Date: \_\_\_\_\_  
Unit Owner Name Unit #

**Board of Directors Approval:** Board of Directors direct involvement is required if there is any possibility that a common area or limited common area will be involved. The following construction requires Board of Directors' approval.

- a. Any construction, which requires a building permit. Any removal of existing drywall or addition of any walls. This includes domed ceiling installations.
- b. Any construction that may require intrusion into the common area boundaries. This includes walls, ceilings, floors, and bath areas (shower, tub, and toilet areas).
- c. Hurricane Shutter Installation.
- d. HVAC interior modification
- e. The combination of two units into one living unit or a separation of a combined unit.

**Required Specifications:** The following standard air conditioner repairs. These specs will be updated as new standards are identified for modifications to Oceans Four Condominiums.

- a. Air Conditioner Condensers: Replacements require a building permit and will need to have the Disconnect Box replaced with a weather resistant breaker box; plastic or stainless steel is acceptable.

**Daytona Beach Shores Requirements - Building Permits:** The City Building and Codes Division requires a building permit when you alter, repair, move, demolish, or change the occupancy of a building or structure, or when you install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system that is regulated by the technical codes. For questions regarding building permit requirements, call 386-763-5377.

From: \_\_\_\_\_ Re: \_\_\_\_\_ Date: \_\_\_\_\_  
Unit Owner Name Unit #

**Housekeeping (Applies to all in-unit construction):** Owners will ensure their contractors adhere to the Vendor Rules as established by the Oceans Four Board of Directors. Work is only permitted between 9:00 a.m. and 5:00 p.m. Monday through Friday. No work is permitted Saturday or Sunday. **NO WORK IS PERMITTED ON THE FOLLOWING HOLIDAYS-New Years' Day, Christmas Day, Memorial Day, Fourth of July, Labor Day and Thanksgiving Day.** No noise can be created before 9:00 a.m. or after 5:00 p.m. Clean up by the vendor of common areas should be between 4:30 p.m. – 5:00 pm (and be done by 5:00 pm). The contractors' vehicle is permitted in the underground garage for loading and unloading only.

There is no overnight storage of materials or debris allowed on Oceans Four property. No construction debris may be put into Oceans Four trash system. All debris must be either inside the unit or carried away each day. Contractors may not use Oceans Four luggage or shopping carts for their materials and/or equipment.

Transport of all materials will use the larger elevator (of the 2 serving each tower) and will only occur when padding is installed on the walls of the elevator.

The Building Manager must be notified prior to any tile removal as well as the process and equipment used for the removal.

Ride on battery or propane operated tile removal equipment may not be used. (Propane equipment is not allowed in any building in Daytona Beach Shores.) This type of equipment exceeds the building's pounds per square foot rating and is not to be used per the Building Engineer.

The Unit Owner/contractor is responsible for the clean - up of the common area daily and cannot clean equipment on Oceans Four property. There should be **no dumping of wastewater** or any type of liquid or slurry in any garage drain.

All operations affecting the operation of Oceans Four Elevators and other systems must be coordinated with Oceans Four management.

There is no smoking allowed anywhere on the common property. The Unit Owner may make his own rules with regard to in-unit smoking. Smoking is not permitted in the unit if the smoke detector or sprinkler system has been turned off in that unit. Workmen must use unit's sanitary facilities and take all breaks either within the unit or off the property.

Contractor's personnel must understand that this is a home to 114 owners, and they must be courteous and thoughtful of them. The manager and/or Board members have authority to enforce this policy and any other rules/policies of Oceans Four.

From: \_\_\_\_\_ Re: \_\_\_\_\_ Date: \_\_\_\_\_  
Unit Owner Name Unit #

**Board of Directors preliminary approval procedure (prior to award of Building Permit, before start of any work):** Unit Owner shall provide the following to the Board of Directors:

- a. A drawing with applicable specification of the proposed change..
- b. A copy of the following documentation from all contractors:
  - i. Contractor's and sub-contractor's licenses. Contractors must be licensed to perform all work contracted at Oceans Four .
  - ii. Copy of Declaration Sheet of Contractor's insurance policy(s). This shall include:
    1. Liability \$1,000,000 minimum
    2. Personal Injury \$1,000,000 minimum
    3. Worker's Compensation
- c. A complete schedule of the time interval of construction, including the start date and the estimated date of completion.

Board of Directors will provide preliminary approval within 14 calendar days.

**Board of Directors final approval procedure (after award of Building Permit, before start of any work):** Unit Owner shall provide to the Board of Directors the following:

- a. Copy of the Building Permit
- b. A copy of the drawing as used for the Building Permit
- c. A certificate (ACCORD format) from the insurance companies with Oceans Four Condominium Association being the designated Certificate holder. Insured amounts shall be as a minimum the above amounts.
- d. A signed agreement from the Unit Owner and all Contractors that they will obey all provisions of this policy.

After receipt of the above, a designated representative of the Board of Directors will approve/disapprove within three (3) working days (Saturdays, Sundays, Holidays excluded.)

From: \_\_\_\_\_ Re: \_\_\_\_\_ Date: \_\_\_\_\_  
Unit Owner Name Unit #

The Unit Owner/Contractor shall supply a copy of the "Notice of Commencement" document to the manager, immediately upon commencement of work. **Work can begin after Board approval below.**

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**AGREEMENT**

Unit Number: \_\_\_\_\_

The following agree to the provisions of this policy, while performing work on the above unit.

Name	Date
Unit Owner: _____ Signature	_____
_____	
Print	
Contractor: _____ Signature	_____
_____	
Print	
Contractor: _____ Signature	_____
_____	
Print	
Contractor: _____ Signature	_____
_____	
Print	

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All required documents have been received:

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Property Manager

Board member has reviewed and approved the work:

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Board of Directors