

# REQUEST ARCHITECTURAL MODIFICATION

KINGS CREEK SOUTH CONDOMINIUM, INC.

7735 S.W. 86 Street

Miami, Florida 33143

305-271-5454

Name:		Street Address:		Unit No:	
Date Received:	Cell Phone:	Other:	FOLIO NUMBER:		

**Approval is hereby requested to make the following modifications:**

### Permits Required\*\*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Impact Doors and/or Windows ** | <input type="checkbox"/> Air Conditioner ** Tons __                                    | <input type="checkbox"/> Kitchen Cabinets           |
| <input type="checkbox"/> Hurricane Shutters **          | <input type="checkbox"/> Electrical Work **  | <input type="checkbox"/> Other work (fill-in below) |
| <input type="checkbox"/> Plumbing work**                | <input type="checkbox"/> Flooring: Tile/Wood/Vinyl/Carpet<br>Soundproofing is Required |   |

Brief description of work to be performed: \_\_\_\_\_

In order to process this application, please attach all requested documents to ensure the Board of Directors consideration for approval.

**APPLICATIONS WILL BE PROCESSED WITHIN 15 BUSINESS DAYS OF RECEIPT.**

### Documentation

- \$300.00 Cashier's Check or Money Order for common area security deposit made payable to: Kings Creek South Condominium, Inc.
- If my application is approved, I fully understand that the approval is only for what I have indicated on the application and is based upon the facts that I have presented herein.
- Must specify on plans the access point for contractors using a crane or dumpster (ingress/egress)
- Documentation needs to be provided to include schedule of work performed.
- A copy of Contractors active Occupational License, State of Florida Business License, Liability Insurance naming Kings Creek South Condominium, Inc. as policy holder and as an Additional Insured, Workers Compensation or Exemption (Insurance certificate from the contractor is required) must be attached.
- When using a Handyman, a notarized statement of assumption of liability from the owner is required. (Hold Harmless Agreement)
- Color photographs or manufacturer's brochure of the proposed changes and specifications of the proposed materials/modifications must be included. I.e., Color, style, type of material and a physical sample of the soundproofing for floors is required.
- Copy of the Building & Zoning Permit (for A/C, Impact Door & Windows, Shutters, Electrical & Plumbing work).
- The homeowner must provide a notice of completion and provide a copy of closed permit (if applicable) to the management office when the modification is completed to receive refund of \$300.00 security deposit.

## **Regulations**

- Work can be performed Monday through Saturday from 9:00 AM to 7:00 PM. No work can be performed on Sundays or Holidays.
- If work was started prior to advising Management Office, there will be an automatic deduction of \$100 from your deposit.
- Owners, please note that you are responsible for any damages caused to common areas as a result of your construction and the monies from your security deposit will be deducted if damages occur.
- Debris must be disposed of and hauled out of the property by the contractor. All areas must be left clean. Or your deposit will not be returned.
- Elevator walls and flooring must be protected when transporting materials.
- Do not use the Associations garbage chutes or the Associations dumpsters to discard construction debris. Your security deposit will not be refunded if debris is found in the buildings 2-yard waste containers or any dumpsters belonging to the Association.
- An inspection will be performed by the Association prior to processing your construction deposit refund (Please call Management office to schedule the inspection 305-271-5454).
- Pictures, before and after work is completed, must be taken, and provided to the management office. (Please review the attached A/C specifications and provide pictures).

## **Installation Guidelines:**

### **Tile, Carpet, Wood, Vinyl or Laminate Flooring Guidelines:**

- You may not schedule or commence work until you have received written approval from The Board of Directors.
- Please attach a sample of the soundproofing specifications and actual sample of soundproofing.
- You may use the following: Sound out, Pearlite mixture, or Underlayment with at least the following acoustic Dampening: **STC 70, IIC 72.**
- Soundproofing must be installed up to the baseboard line.
- The day that the soundproofing is being installed, you must call the Management Office during posted business hours to schedule an inspection and witness the soundproofing being installed.
- Without this inspection by the Management Office of the soundproofing, the refund of the construction deposit will not be returned. You may also have to remove flooring to prove installation of soundproofing.
- Improper installation will result in the owner having to remove the tile, wood, vinyl or laminate flooring and re-install at owner's expense.
- Carpets require padding underneath.
- Pictures must be provided before, during and after installation. Must have pictures of soundproofing installed and emailed to: [AsstAdmin@kingscreeksouth.com](mailto:AsstAdmin@kingscreeksouth.com) and [AsstMgr@kingscreeksouth.com](mailto:AsstMgr@kingscreeksouth.com)

### **Air Conditioner Replacement Guidelines:**

- Roof access for A/C installation will only be available Monday through Friday from 8:00AM to 3:00 P.M. and Saturday 9:00AM to 12:00PM (No installation on Sundays or Holidays).
- Submit a copy of the Miami-Dade County Building permit to the Management Office before installation of the A/C begins.
- Once you have received your written approval from the Board of Directors, and the Miami-Dade County permit you may schedule the Installation of the Air Conditioning unit.
- Please review attached A/C specifications.
- A crane must be used to lift the A/C unit to the roof top (The Liability Insurance Certificate from the crane company is required).
- You may not use the roof hatch to bring in an A/C unit.
- The A/C must be marked with the unit number with permanent marker or stencil with spray paint.  
**(Picture Required)**
- A/C must be secured to the stand with tie downs and hurricane strapping. **(Picture Required)**

- Suction line must be covered completely with Armaflex rubber pipe insulation (line must be intact). **(Picture Required)**
- Electrical box cover must be watertight and marked with the unit number. **(Picture Required)**
- A/C Handler must have safety switch installed; this is to prevent leaks. **(Picture Required)**
- Electrical disconnect switch must be operational and in good condition. **(Picture Required)**
- Electrical whip must be secured “8” above ground. **(Picture Required)**
- Check fusible link disconnect and verify fuses match the A/C unit specifications.
- Debris must be disposed of and hauled off the property by the contractor, all areas must be left clean.
- Pictures, before and after work is completed, are required to be submitted to the management office. **(Picture Required)**

### **Windows & Sliding doors and Impact windows**

- Submit a copy of the Miami Dade County Building permit after it has been issued to you and before any installation of the windows begins.
- If crane will be used an insurance certificate from the crane company is required.
- Once you have received your written approval from the Board of directors, you may schedule installation.
- Please submit the window & sliding doors specifications to the management office.
- White frames only
- Clear and Grey shades of tint only (please provide the management office with a sample of the tint color) no green tints (NO EXCEPTIONS)
- A signed copy of the final inspection permit must be submitted to the management office upon completion of final inspection by Miami Dade County Building and zoning Department.
- Please make sure to advise Management Office when installation will take place and if a trailer will be brought to the property.
- Kitchen and Bathroom windows must be installed vertically.
- Pictures must be provided before and after and emailed to:  
[AsstAdmin@kingscreeksouth.com](mailto:AsstAdmin@kingscreeksouth.com) and [AsstMgr@kingscreeksouth.com](mailto:AsstMgr@kingscreeksouth.com)

### **Hurricane Shutters**

- Submit a copy of the Miami-Dade County Building permit after it has been issued to you and before any installation of the shutters begins.
- Once you have received your written approval from the Board of Directors, you may schedule installation.
- Please submit the shutter specifications.
- Aluminum and stainless-steel storm panels and accordion type shutters, which meet Miami Dade County code requirements, are the only shutters approved by the association.
- Storm shutters (panels) with removable horizontal tracks are the only hurricane protection approved for installation on the windows located on the interior hallway areas.
- Accordion shutters are not permitted to be placed on windows that are in the interior hallway areas.
- Hurricane shutters must be white in color.
- Pictures must be provided of before & after installation and emailed to:  
[AsstAdmin@kingscreeksouth.com](mailto:AsstAdmin@kingscreeksouth.com) and [AsstMgr@kingscreeksouth.com](mailto:AsstMgr@kingscreeksouth.com)

FOR ANY PROJECT BEING DONE IN THE ASSOCIATION YOU MUST MAKE SURE ALL COMMON AREAS ARE LEFT CLEAN OF DEBRIS OTHERWISE MONIES WILL BE DEDUCTED FROM YOUR DEPOSIT.

**By signing below the unit owner agrees to all the terms and conditions listed on this form. My approval is based upon the documentation I have presented to the management office and the Board of Directors.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
OWNER OWNER

**IMPORTANT NOTE: Debris must be disposed of and hauled of the property by the contractor. All areas must be left clean, or your deposit will not be returned.**

\*\*\*\*\*  
(ASSOCIATION USE ONLY)

Date Application Received: \_\_\_\_\_ Date Reviewed by BOD Member: \_\_\_\_\_

Approved \_\_\_\_\_  
Board of Directors Signature

Disapproved \_\_\_\_\_  
Board of Directors Signature

Reason for Disapproval:  
\_\_\_\_\_