



CONSTRUCTION REQUIREMENTS CHEAT SHEET

WATER HEATER & AIR CONDITIONING (*City permit required*) *pg. 1&4 and 7-10*

1. Contact vendor/contractor.
2. Complete an "Architectural Modification Application" available in the management office, complete and submit.
3. Apply for city permit from the City of Hollywood Building Department.
4. Once city permit is approved, provide to management office.
5. If the completed application is approved, an approval letter for work to commence will be provided by the manager and required to be posted on unit door.
6. Reserve service elevator with office.
7. Once work is complete, schedule final inspection to close city permit.
8. After completion, notify Management to schedule inspection of common areas to return deposit.

FLOORING: (*NO city permit required*) *pg. 1-4 and 7-10*

1. Contact vendor
2. Complete an "Architectural Modification Application" available in the management office, complete and submit.
3. Provide a sample of sound insulating material / padding along with spec sheet with sound insulation statistics.
4. If the completed application is approved, an approval letter for work to commence will be provided by the manager and required to be posted on unit door.
5. Reserve service elevator.
6. On the day of installation, the soundproof material must be inspected by a staff person. The installer must call the Management Office for an inspection by a staff person once the soundproof material is installed, before the tile is put down. Pictures will be taken.
7. After completion, notify Management to schedule inspection of common areas to return deposit.

IMPACT WINDOWS/HURRICANE SHUTTERS (*City permit required*) *pg. 1&4 and 7-10*

1. Contact vendor/contractor.
2. Complete an "Architectural Modification Application" available in the management office, complete and submit.
3. Apply for city permit from the City of Hollywood Building Department.
4. Once city permit is approved, provide to management office.
5. If the completed application is approved, an approval letter for work to commence will be provided by the manager and required to be posted on unit door.
6. Reserve service elevator.
7. Once work is complete schedule final inspection to close city permit.
8. After completion, notify Management to schedule inspection of common areas to return deposit.

(See page 5 for additional information regarding the Association's requirements for approval of unit construction. FOR ALL OTHER WORK PLEASE COMPLETE APPLICATION PACKAGE.)

**THE SUMMIT TOWERS
ARCHITECTURAL MODIFICATION APPLICATION FORM**

DATE: (X) UNIT #: (A)
 UNIT OWNER (APPLICANT): (X)
 TELEPHONE #: (HOME): (A) (ALTERNATE): _____

TYPE OF MODIFICATION BEING REQUESTED (Please describe in detail. Include materials and colors used as well as size.): *Please refer to Declaration of Condominium. Use back if necessary.*

(A)

PLEASE ATTACH THE FOLLOWING DOCUMENTS AND COMPLETED FORMS TO THIS APPLICATION.

- 1. A COMPLETE SET OF ARCHITECT'S PLANS & DRAWINGS (N)
- 2. CONTRACTORS' CURRENT CERTIFICATE OF INSURANCE
 (Association Name and address as the additional insured) as shown below:
 SUMMIT TOWERS CONDOMINIUM (X) from contractor
 1201 South Ocean Drive
 Hollywood, Florida 33019

WORKER'S COMPENSATION, LICENSE AND THE NECESSARY WORK PERMITS. (X)

- 3. A DAMAGE DEPOSIT IN THE AMOUNT OF \$500.00 (REFUNDABLE), AND AN ELEVATOR DEPOSIT IN THE AMOUNT OF \$100.00 (REFUNDABLE) WILL BE PAID TO SUMMIT TOWERS CONDOMINIUM THE ASSOCIATION, AND REFUNDED AFTER ALL WORK HAS BEEN COMPLETED AND AN INSPECTION FOR DAMAGES HAS BEEN CONDUCTED BY A BUILDING MANAGEMENT REPRESENTATIVE. VIOLATIONS OF ASSOCIATION POLICY WILL RESULT IN WAIVER OF THE DEPOSIT. WORK WILL NOT BE ALLOWED TO CONTINUE UNTIL SUCH TIME A NEW DEPOSIT IS PROVIDED. UNIT OWNERS WILL BE RESPONSIBLE FOR ALL DAMAGES CAUSED BY THEIR CONTRACTORS. (OWNER'S INITIAL) (X)
- 4. NOTICE AND ACCEPTANCE OF STANDARDS FOR CONTROL OF SOUND TRANSMISSION AND IMPACT TRANSMISSION (FLOOR COVERINGS) - IF APPLICABLE (X)
- 5. APPLICATION FOR HARD/TILE FLOORING AND INSULATION DATE - IF APPLICABLE (X)
- 6. RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT (MUST BE NOTARIZED) (X)
- 7. UNIT CONSTRUCTION REQUIREMENTS (MUST BE SIGNED BY BOTH THE OWNER AND CONTRACTOR) (X)
 MOVE IN/MOVE OUT AND DELIVERY POLICY FORM (X)
- 8. UNIT ACCESS AUTHORIZATION FORM (X)
- 9. NOTICE OF ACCEPTANCE FROM MANUFACTURER (NOA)- (WINDOWS) - IF APPLICABLE (X)

I/We understand and acknowledge that approval of this application must be granted before work on the modification may commence and that if modification/installation is done without the approval of the Association, the Association may force the removal of the modification/installation and subsequent restoration to original form at my expense. I/We understand that work may not commence until the Association has received a Building Permit from the City of Hollywood. If modification/installation is done prior to the receipt of the Building Permit, the Association may force the removal of the modification/installation and subsequent restoration to original form at my expense. *All contractors are responsible for removal of debris from the property as a result of improvements.*

Applicant Signature: (X) Date: (A)

APPLICATION APPROVED APPLICATION DENIED

Note: This Document Is For Owners Only

THE SUMMIT TOWERS

For Flooring

NOTICE AND ACCEPTANCE OF STANDARDS FOR CONTROL OF SOUND TRANSMISSION AND IMPACT ISOLATION (FLOOR COVERINGS)

Pursuant to the Rules & Regulations for THE SUMMIT TOWERS, hard and/or heavy surface floor covering, including, without limitation, tile and wood ("Floor Coverings"), cannot be installed in any part of a condominium unit, without the prior approval and consent of THE SUMMIT TOWERS. ("The Association").

The Association has set a standard for Sound and Impact Isolation for all hard floor coverings with a minimum Sound Transmission Classification (STC) of 72, and a minimum Impact Isolation Classification (IIC) of 71. A material specification sheet and laboratory sound test results must accompany all requests for installation. During the installation of flooring, it is imperative that contractors do not undercut doors to the Unit beyond the recommended door limits. Any weather stripping removed at the time of cutting MUST be replaced. The Unit Owner shall be responsible for replacing any doors that do not meet local governmental requirements after the installation of flooring. The Association shall not approve the installation of any hard and or heavy surface floor coverings unless all requirements pursuant to The Summit Towers, Designer and Contractor Improvement Requirements are met.

If any installation of hard and/or heavy surface floor covering shall be made in violation of these standards, the Association shall have the immediate right to prohibit any further installation or, if already installed, require that the floor coverings be removed at the unit owner's expense and replaced with floor coverings and sound insulation which meets the above described standards. Compliance with such standards is mandatory under the Declaration of Condominium, and shall be enforced for the benefit of all the Unit Owners in the building. Compliance may be enforced by the Association in the Circuit Court in and for the City of Hollywood - Broward County, Florida by an action seeking injunctive relief or specific performance. The undersigned acknowledges such rights and submits to the jurisdiction of the City of Hollywood - Broward County Circuit Court for the enforcement of the standards described above. In the event that a judicial proceeding shall be necessary, the Association's costs to make the required corrections and the Association's reasonable attorneys' fees (including trial and appellate fees) and court costs shall be charged against the unit owner and such amount shall be secured by lien in favor of the Association against the condominium unit and shall be enforceable in accordance with the terms of the Declaration of Condominium.

A copy hereof shall be maintained in the Association's records and maybe used in any enforcement proceedings of the Rules & Regulations of the Condominium Documents. No proposed transfer of title or lease of the condominium unit shall be approved unless the intended transferee or lessee shall have signed a copy of this Notice acknowledging the receipt hereof and such transferee's or lessee's agreement to abide by and bound by the terms hereof.

The undersigned hereby acknowledges receipt of the forgoing notice and agree to abide by and be bound by the terms hereof.

Unit # _____ Date _____
Unit Owner Name (Print) _____
Unit Owner Signature: _____

Note: This Document Is For Owners Only

For Flooring

THE SUMMIT TOWERS

APPLICATION FOR HARD FLOORING INSTALLATION AND INSULATION DATA

Unit Owner's Name: _____

Telephone #: _____ Unit #: _____

Scheduled Install Date: _____

Contractor/Installer Company: _____

Contractor/Installer Address: _____

Contractor/Installer Telephone #: _____

Type of Sound Insulation/Isolation: _____

STC RATING: _____ IIC RATING: _____

(STC and IIC ratings must be supported with documented data on sound testing. In addition, a sample of the soundproofing material must be supplied accompanying this paperwork. The Management Office must be notified when the soundproofing installation is completed so that we may inspect and take a picture of the installed areas for future reference.)

Location where floor will be installed: Square footage and type of hard flooring:

Bathroom: Footage - _____ Type - _____

Bedroom: Footage - _____ Type - _____

Den: Footage - _____ Type - _____

Dining: Footage - _____ Type - _____

Foyer: Footage - _____ Type - _____

Kitchen: Footage - _____ Type - _____

Living: Footage - _____ Type - _____

Utility: Footage - _____ Type - _____

Any balcony hard flooring installation requires the Association approved waterproofing product applied to the slab prior to installation. This application must be made in accordance with the manufacturer's instructions.

Balcony: Footage - _____ Type - _____

The above named contractor is attesting to the fact that proper soundproofing as stated above will be installed.

Contractor/Installer Signature

Date

Unit Owner Signature

Date

Management Representative

Date

APPROVED BY: _____

DATE: _____

Note: This Document Is For Owners Only

THE SUMMIT TOWERS

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

This Release, indemnification and Hold Harmless Agreement ("Release") is executed this 20 day of 20 by the undersigned Owner(s) of UNIT located at THE SUMMIT TOWERS.

Whereas, the Association will permit the undersigned to engage contractors and vendors (including all those working by, through or under them, the "Personnel") to perform work within the undersigned's Unit subject to the terms and conditions set forth hereinafter. The contractor must submit a current certificate of insurance for general liability insurance with limits of at least \$500,000.00 and THE SUMMIT TOWERS as an additional named insured; a current certificate of applicable Workers Compensation Insurance will be required; a copy of applicable licenses and required permits.

Now, therefore, in consideration for being permitted the benefit of allowing the Personnel to perform Work within the undersigned's Unit and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned specifically agree to the following:

- 1. The above recitals are true and correct and are incorporated herein by reference.
2. The undersigned acknowledges that the Work performed by such Personnel within their Unit shall be at the undersigned's sole risk and the Association shall not have any responsibilities or liability for the Work performed by such Personnel and further acknowledges and agrees that the Association has made no representations regarding the Personnel's ability or qualifications to perform the Work.
3. The undersigned acknowledges and agrees that the Work performed by such contractor or vendor within their Unit shall be at the undersigned's sole risk and the Association shall not have any responsibilities or liability for the Work performed by such contractor or vendor and further acknowledge that the Association has made no representations regarding the contractor or vendor's ability or qualifications to perform the Work.
4. The undersigned (jointly and severally of more than one) hereby release, indemnify and hold harmless the Association and its directors, officers, agents and employees, lessees, guest and invitees and all member of the Associations from and against all claims, damages, losses and expenses including attorney's fees, at both the trial and appellate level, arising out of or resulting from the contractor or vendor's entry to the undersigned's Unit and the Work performed by, through or under them. This indemnification shall extend to all claims and damages, including consequential damages, losses and expenses attributable to bodily injury, death, and to damages, theft or injury to and destruction of real or personal property including loss of use resulting therefore arising out of or resulting from the Work performed by the contractor or vendor and entry into the undersigned's Unit.
5. We have read this Release and understand and agree to all of its terms. We execute it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, The undersigned have executed this Release the day and year set forth above.

Witnesses

Owner(s)

Two horizontal lines for witness and owner signatures.

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this ___ day of ___, 20___, by ___ and ___ and (he/she/they) are (personally known to me or have produced ___ as identification and (did/ did not) take an Oath. [Seal]

Notary Public
My Commission expires: _____

Note: This Document Is For Owners Only

Handwritten signature: NOTARY

The Summit Towers Condominium Association, Inc.
1201 South Ocean Drive • Hollywood, FL 33019
954-925-3337 • 954-925.0123 Fax

UNIT CONSTRUCTION REQUIREMENTS

The following will provide the unit owner and contractor(s) with additional information regarding the Association's requirements for approval of unit construction:

1) APPLICATION

- A completed "Architectural Modification Application" for Summit Towers Condominium Association, Inc. must be presented with a detailed work description as to the proposed changes and/or alterations to the unit. All work performed must comply with all laws, rules, ordinances and regulations of governmental authorities and the Association regarding design, structural integrity, aesthetic appeal, and construction details. The Association will review all work submitted for approval. Please ensure that submitted applications are completed in full. Incomplete applications will not be accepted for review.

2) DEPOSITS

- A damage deposit in the amount of **\$500.00** (refundable), and an elevator deposit in the amount of **\$100.00** (refundable) will be paid to summit towers condominium the association, and refunded after all work has been completed and an inspection for damages has been conducted by a building management representative. **VIOLATIONS OF ASSOCIATION POLICY WILL RESULT IN A WAIVER OF THE FULL DEPOSIT.** Work will not be allowed to continue until such time a new deposit is provided. Unit owners will be responsible for all damages caused by their contractors.

3) PERMITS

- Copies of all pertinent permits (city and/or county) for the work proposed in the unit must be obtained and submitted to the Association's management office.

4) LICENSE & INSURANCE REQUIREMENTS

- Copies of the Contractor's License must be submitted, as well as:
 - Certificate of Workers Compensation insurance evidencing current workers compensation coverage.
 - A certificate of the Liability insurance policy with appropriate coverage of at least **\$500,000.00** per occurrence/aggregate, listing Summit Towers Condominium Association, Inc. as additionally insured.
 - A list of all subcontractors that will work under the licensed contractors' supervision, along with certificates of insurance (in accordance with A and B above) for all subcontractors.

5) FIRE PROTECTION SYSTEM & SPRINKLER CUT-OFF VALVES

- Any alteration of the existing fire protection system is not permitted without submitting proposed changes to the City of Hollywood Building Department. A licensed contractor must submit the proposed modification to the agency, and work cannot commence without their approval.
- After receiving approval from the City of Hollywood Building Department to modify the design of the fire protection system in the unit, you must contact the Association's management office. **NO ONE OTHER THAN AN OFFICIAL DESIGNEE OF THE ASSOCIATION ARE PERMITTED TO TOUCH THE FIRE SPRINKLER VALVES.**
- No alterations to the Life Safety Systems (Speakers, Sprinklers, smoke detectors, alarm panels, etc...) is permitted without approval from the Board of Directors. When painting, removing or installing wallpaper, the life safety equipment must be protected appropriately. Failure to do so may affect the system, for which the Unit Owner will be responsible. Any work requiring the disconnecting of any of these devices must be requested through the Association's Management office. **ANY DAMAGES TO THE LIFE SAFETY SYSTEM AS A RESULT OF YOUR WORK WILL BE BILLED BACK TO YOU.**

7) SOUNDPROOFING

- When installing hard surface floors (wood, tile, marble, granite and/or stone) underlayment must be installed. The type of soundproofing must be checked and approved in writing by the Association's Maintenance Supervisor prior to installation.
- The underlayment must meet the following requirements:
 - The Sound Transmission Class (S.T.C) rating should be 72 or greater.
 - The Impact Insulation Class (I.I.C) rating should be 71 or greater.
- As part of the Architectural Modification packet, both the unit owner and the flooring installer must execute an "Application For Hard Flooring Installation And Insulation Data" form for the benefit of the Association, confirming the location of the installation and the type of soundproofing and installation in accordance with the manufacturer's specifications.

THE ASSOCIATION WILL ENFORCE THEIR RIGHT TO REQUIRE REMOVAL OF HARD SURFACE FLOORING INSTALLED WITHOUT COMPLYING WITH THE ABOVE.

7) PLUMBING

- All fixtures (sinks, toilets, faucets) and appliances (washing machine, dishwasher) being changed must be connected by copper piping.

8) WATER SHUT-OFF

- When any reconstruction is being done which requires water for the unit main or individual risers to be shut off, you must first contact the Association's management office. Condominium policy requires that you give notice no less than three (3) working days prior to the date your work will be started. Absolutely no one other than Association employees are allowed to touch the water shut-offs. The charge for this service is \$75.00, and must be made payable to the Association.

9) CABLE TV

- Walls containing television wiring may only be moved with prior written authorization from the Association's management office.
- Do not touch/tamper with any cable lines behind the walls. By doing this, service may be affected in the entire line.

10) WORKING HOURS & RULES

- Working Hours are from 9:00am to 5:00pm, Monday thru Friday; 9:00am to 2:00pm on Saturdays. There is no work, deliveries or move in/out's permitted on Sundays and/or Holidays. No noise (pounding, drilling, etc.) can begin until 9:00am.
- Drivers must park vehicles as designated by Security. No more than two (2) vehicles per contractor are allowed on the property at a time.
- Before entering the building, all contractors, decorators, etc. must check in with the Association's Garage Security Office, which includes being photographed and providing identification. At this time, they will be logged into our computer system and instructed as to our parking procedures. When unloading heavy or bulky materials, the vehicle may be unloaded at the service ramps, and immediately moved to a location as designated by the Garage Security Guard. When leaving the building, Security must be advised, and workers will be logged Out.
- Deliveries must come equipped with their own carts, dollies, etc. **The Association does not provide this equipment.**
- The service elevator cannot be held.
- Storage of contractor's material (tile, carpet, wallpaper, paint, mirrors, etc...) in the hallways, balconies, stairwells and/or service areas is PROHIBITED. All materials must be kept within the confines of the unit.
- Absolutely no work (cutting mirrors, carpet, wood, etc...) is to be done in the hallways or on the balconies.
- Unit entry doors and sliding glass doors must be kept closed **AT ALL TIMES.**

11) TRASH DISPOSAL & CLEANING

- Each contractor performing work must provide his own trash dumpster and arrange for his own pick up and removal of the dumpster. Nothing is to be disposed of in the Condominium's dumpster.
- All trash (remnants, cartons, materials) must be removed from the property the same day. Nothing is to be disposed of on the Condominium property.
- Under no circumstances shall any remnants of materials be discarded in the trash chutes. The trash chutes are for the disposal of household trash. Discarding plaster, concrete, tiles, etc., in the trash chutes can severely damage the chute, and creates dust that will activate the fire alarm system. No furniture, carpet, cartons, appliances, etc. are to be left in the Association's trash dumpsters. We do not dispose of these items. The contractors and/or delivery company is responsible to take any and all materials/furniture/appliances with them.
- It is the responsibility of the Owner/Contractor to protect the common area flooring when moving through the property or hauling materials to/from the unit. In the hallway between the service elevator and unit door, the carpeting must be protected with a self-adhering protective film (such as CarpetShield), prior to moving plaster, concrete, tile, etc. to or from any unit. The contractor must use a protective covering that must be applied each morning before construction commences, and must be removed at the end of work each day. It may not be left on the floor throughout the duration of the construction. The Association does not provide this material.
- All areas (hallway, service elevator room, service elevator, receiving hallway) used by the contractors must be cleaned, dusted, vacuumed, mopped on a daily basis by said contractors. If this is not done on a daily basis, in an adequate manner, the Association shall charge the unit owner \$100.00 per day to perform these duties.

12) SERVICE ELEVATOR

- Any oversize items (furniture, materials, etc.) over ten feet long will have to be pre-arranged with the Association's management office at least two (2) days prior, as the elevator company will have to be contacted to have a stand-by mechanic on site to allow for this. The charge for the elevator company is approximately \$200.00, and will be billed to the resident.

13) HURRICANE SHUTTERS

- Written approval from the Management Office is required prior to installation. Unit Owners must receive a permit from the City of Hollywood Building Department.
- After removal/installation of shutters, it is the owner/contractor's responsibility to notify the Management office to request a specified amount of the building's approved exterior paint color, and to cover any unpainted areas or blemishes left from the work conducted with the specified paint.

ANY DAMAGES TO CONDOMINIUM PROPERTY CAUSED BY CONTRACTORS, DECORATORS, ETC., WILL BE BILLED TO THE UNIT OWNER THEY ARE WORKING FOR.

IF ANY OF THE ABOVE RULES ARE VIOLATED, THE CONTRACTOR WILL NOT BE PERMITTED ENTRY.

The undersigned hereby acknowledges receipt of a copy of this form, and agrees also on behalf of all successors and assigns of the Unit, to abide and bound by the terms thereof.

Unit Owner's Signature

Date

Contractor's Signature

Date

The Summit Towers Condominium Association, Inc.
1201 South Ocean Drive • Hollywood, FL 33019
954.925.3337 • 954.925.0123 Fax

To all unit owners and contractors doing work at The Summit Towers:

Contractors are required to abide by the Association's rules and regulations at all times.

- The hours that work may be done, with no exceptions are:
Monday through Friday from 9:00 a.m. to 5:00 p.m.
Saturdays from 9:00 a.m. to 2:00 p.m.
Sundays and holidays there is no work, deliveries, or move in/out's permitted
- Drivers must park vehicles as designated by security. No more than two (2) vehicles are allowed on the Property at a time.
- Fire sprinklers and fire communication speakers may only be moved with prior written authorization from the Management Office.
- Walls containing television wiring may only be moved with prior written authorization from the Management Office.
- All work must be conducted inside the unit. No work will be permitted on the balcony or in the common areas of the Property.
- Trash and debris from any work being done, must be hauled away. No trash or debris is to be thrown down the trash chutes or put in any of the Association's trash containers; this includes any discarded appliances and/or furniture.
- It is the responsibility of the Owner/Contractor to protect the common area flooring when moving through the property or hauling materials to/from the unit. On carpeted floors, a self-adhering protective film (such as CarpetShield) must be used. Flooring protection must be applied each morning before construction commences, and must be removed at the end of each workday. It may not be left on the floor throughout the duration of the construction.
- Work of any kind is Not permitted on the balcony.
- When installing tile or hardwood floors, the unit owner or the contractor is responsible for contacting the Management Office when the required soundproofing has been laid down.



Unit Owner's Signature

Contractor's Signature

The Summit Towers Condominium Association, Inc.
1201 South Ocean Drive • Hollywood, FL 33019
954.925.3337 • 954.925.0123 Fax

PERMISSION FOR WORKER(S) ADMISSION TO UNITS

NOTE: WORKER MUST HAVE A KEY! THE SUMMIT EMPLOYEES AND/OR SECURITY PERSONNEL ARE NOT ALLOWED TO ADMIT WORKERS OR REMAIN WITH THEM IN THE UNIT.

Unit # _____ NORTH _____ SOUTH _____

RESIDENT: _____

PHONE # _____

PLEASE ADMIT:

NAME(S)

COMPANY

DATE(S)

NAME(S)	COMPANY	DATE(S)
_____	<input checked="" type="checkbox"/> _____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURE OF RESIDENT

OR

AUTHORIZED SIGNATORY

RELATIONSHIP TO RESIDENT

OFFICE DISPOSTION : _____