

ABBEY VILLAGE CONDOMINIUM ASSOCIATION, INC

6294 ABBEY LANE, DELRAY BEACH, FL 33446
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Architectural Resident Change "ARC"

FORM TO REQUEST A CHANGE, ALTERATION OR ADDITION TO AN EXISTING BASIC STRUCTURE (COMMON ELEMENT)

OWNER'S NAME: _____ DATE: _____

UNIT ADDRESS: _____ PHONE: _____

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR: _____

Describe in detail the type of improvement and the materials used:

COLOR: (MUST MATCH BUILDING) _____

Approval covers aesthetics only and is not to be construed to cover approval any County code requirements. A building permit from the Palm Beach County Building Department is required on all property alterations or improvements.

As a condition precedent to the granting of any request for a change, alteration or addition to an existing approved structure, the applicant, the heirs and assigns thereof hereby assume sole responsibility for the repair, maintenance or replacement of any change, alteration or addition. It is further understood that the Association may not be required to take any action to repair, replace or maintain any such approved change, alteration, addition or any damage resulting therefrom to an original structure. If in the event repairs must be made to a fence, or any part thereof, which causes damage to your improvement, said damage will be repaired by the unit owner.

By signing this form, the owner agrees to assume all responsibility for any damage to the building that might ensue there from.

It is the wish of the Board of Directors that you and your family enjoy the pleasure of this new addition to your apartment for many, many years in the future.

OWNER'S SIGNATURE: _____

ABBEY VILLAGE CONDO ASSOCIATION

SIGNATURE OF APPROVAL: _____ DATE: _____

_____ DISAPPROVED: _____ DATE: _____

ABBEY VILLAGE CONDOMINIUM ASSOCIATION

REQUIREMENTS FOR

Abbey Village requires that all contractors provide the following information before the Board of Directors can approve the START of work on any change, alteration or addition to any existing basic structure (common element).



1. A **valid** Certificate of Liability naming **ABBEY VILLAGE CONDOMINIUM ASSOCIATION as the certificate holder.** The liability coverage must include:
 - a) General liability – minimum coverage \$500,000/\$1,000,000
 - b) Auto Liability – minimum coverage \$300,000
 - c) Worker’s Compensation – minimum coverage \$100,000
2. A **valid** Palm Beach County Certificate of Competency
3. A **valid** Palm Beach County Contractors Occupational License - Classification OC-032
4. A **valid** Palm Beach County Special Contractors Occupational License – classification CW-008
5. A scale drawing showing the work to be performed and the area to be worked on. Any change, alteration or addition must conform to other installations on the building.

All the above information is to be submitted together with a completed request form for the change, alteration or addition to the common elements.

WORK IS NOT TO START UNTIL APPROVAL IS GIVEN IN WRITING BY THE BOARD OF DIRECTORS.

WORK STARTED WITHOUT BOARD APPROVAL IS SUBJECT TO REMOVAL AT THE UNIT OWNERS EXPENSE.