

Approval for Exterior Alterations or Repairs

- 1 *Owner shall submit request for approval to board prior to starting any work that may involve exterior alterations or repair. Owner should be as specific as possible with pictures or diagrams.*
- 2 *Owner must allow for at least 2 weeks time for consideration, approval or disapproval.*
- 3 *Owner's request shall include tentative start and end date;*
- 4 *If an approval is granted then owner understands that there will be a Notice to Proceed issued by the board that will allow 3 business day notification to neighbors of work to be done. No work shall start unless a "notice to proceed" is issued in writing.*
- 5 *If work is started prior to this NTP or work is started without approval then a \$500.00 fine*
- 6 *Provide an English speaking Point of Contact for immediate calling if any problems*
- 7 *All debris must be cleared off all of the grounds EACH day. This will be subject to daily fine of \$35.00 if not done; Recommend laying of tarp to catch debris for easy removal.*
- 8 *No debris or storage of materials on any common area after 5pm each work day.*
- 9 *Work can only be done from 8am to 5pm Monday to Saturday.*
- 10 *If debris or materials are stored on lower lanai then it must be covered at the end of the work day and must be immediately removed at completion of project or upon demand by board if project time lags.*
- 11 *Paint should be SW A-100 Las Palmas I & II colors for compatibility. Owner to certify such.*
- 12 *Plastering or concrete repair must be done in a manner that produces an "invisible" repair.*
- 13 *Upon completion of project Owner shall notify REMAX upon which REMAX will schedule with OnSite Manager for inspection.*
- 14 *Any other exterior work done outside the scope of this request and or without written approval shall be subject to UP TO a \$500.00 fine.*
- 15 *Any non conforming work shall be subject to a daily fine of \$35.00 until corrected, inspected and completed.*

This policy was approved by the board 8-2-17 but may be amended from time to time to accommodate changing needs.