



VILLA REGINA ASSOCIATION, INC.

ARCHITECTURAL MODIFICATIONS APPLICATION

ALL FORMS MUST BE FILLED OUT COMPLETELY

AND WORK MUST BE APPROVED

Faxed copies will not be accepted.

UNIT # _____

Please be advised that all units may be subject to an Architectural Plan Review and approval from the Villa Regina Engineer of Record at the unit owner's expense.

VILLA REGINA ASSOCIATION, INC.

Thank you for your cooperation



VILLA REGINA ASSOCIATION, INC.

CHECK LIST FOR ARCHITECTURAL MODIFICATION TO UNIT

- Required S & S plans attached
- GL Insurance with proper endorsement
- Rating sheets attached
- WC Insurance or exemption attached
- Typed detailed Scope of work**

- Requires permit? (Y/N)
- Permit Attached
- Required drawing before & after
- NOA attached
- Specs attached

- Plumbing**
- GL Insurance with proper endorsement
- WC Insurance or exemption attached
- License Number: _____
- Exp Date: _____

- General Contractor**
- GL Insurance with proper endorsement
- WC Insurance or exemption attached
- License Number: _____
- Exp Date: _____

- Electrical**
- GL Insurance with proper endorsement
- WC Insurance or exemption attached
- License Number: _____
- Exp Date: _____

- Sub-Contractor**
- GL Insurance with proper endorsement
- WC Insurance or exemption attached
- License Number: _____
- Exp Date: _____

- Electrical**
- GL Insurance with proper endorsement
- WC Insurance or exemption attached
- License Number: _____
- Exp Date: _____

- Sub-Contractor**
- GL Insurance with proper endorsement
- WC Insurance or exemption attached
- License Number: _____
- Exp Date: _____

- Mechanical**
- GL Insurance with proper endorsement
- WC Insurance or exemption attached
- License Number: _____
- Exp Date: _____

- Deposit check (\$2,500.00) Check#** _____
- Bank Name: _____



VILLA REGINA ASSOCIATION, INC.

INITIALS: _____

To Homeowner;

No matter how small the job, the attached forms are to be filled out completely. It is the homeowner's responsibility to collect the necessary paperwork from contractors and submit a complete package to building administration.

Incomplete packages **WILL NOT ARE PROCESSED**. Once a complete package has been submitted, the association will either approve or disapprove of the request within 15 days and the homeowner will be notified in writing. In order to avoid unnecessary delays in the approval process, please follow the checklist below.

- 1. Architectural modification form describes in detail the work to be done. For example, if new flooring is to be installed the details of the demolition of old material is described included debris disposal arrangements.
- 2. A refundable security deposit checks made payable to Villa Regina Association, Inc. **In the amount of \$2,500.00** is included with this package.
- 3. **Evidence of homeowners Insurance is attached (Please contact Brown and Brown, Villa Regina's Insurance agent, at 954-776-2222 for more information about obtaining homeowner's insurance).**
- 4. Describe arrangements for construction debris removal:

- 5. Mandatory carpet cleaning is required in the amount of \$100.00. The management office will NOT provide you the plastic coverage material you must make prior arrangements for coverage or carpets)
- 6. A certificate of general liability insurance has been obtained from each contractor for a minimum amount of \$500,000.00 naming Villa Regina Association, Inc. - **1581 Brickell Avenue, Miami Florida 33129 and is attached with this package.**
- 7. Evidence of workers compensation Insurance obtained from each contractor is attached.
- 8. A copy of the appropriate license(s) for each contractor, decorator, tradesman etc., has been obtained and is attached.
- 9. The Homeowner confirms that they have provided a copy of Villa Regina's Contractor's policy form to their tradespersons (this includes decorators), has reviewed the rules and regulations, and has obtained the appropriate signatures of all persons engaged for service.
- 10. All permits as required by City of Miami have been submitted; if applicable.
- 11. Permitted drawings are attached; If applicable
- 12. Request for security deposit refunds must be submitted in writing to building administration once all work is complete. If hard flooring has been installed, the contractor's affidavit must be submitted before refunds will be processed.
- 13. Projects have a limit of 30 day time limit. If further time is needed special approval is needed

Submitted by: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY

Complete Package Received ()YES ()NO By: _____ Date: _____

Describe omitted or Incomplete Items:



VILLA REGINA ASSOCIATION, INC.

Date Returned: _____ By: _____

DATE: _____ UNIT#: _____

UNIT OWNER: (APPLICANT): _____

TEL HOME: _____ CELL: _____ OFFICE: _____

DESCRIBE IN DETAIL THE TYPE OF WORK TO BE DONE: Please be sure to include all details; i.e. demolition and material descriptions. (Please use an attachment typed detailed scope of work)

I/we hereby request VILLA REGINA Association, Inc. to approve the work described above.

I/We understand and acknowledge that approval of this request 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 and acknowledge that VILLA REGINA Association, Inc. must review the application and will provide approval or rejection status in writing within 15 full business days after receiving a complete request package.

I/We understand and acknowledge that we will follow all rules and regulations as established by Villa Regina Association, Inc. and accept full responsibility for damages.

Applicant Date: _____

Applicant Date: _____

FOR OFFICE USE ONLY

Reviewed Manager: _____ Date: _____

Reviewed Architectural committee: _____ Date: _____
Signature

INITIALS: _____



Typed scope of work

Unit _____



VILLA REGINA ASSOCIATION, INC.

APPROVAL FOR HARD/TILE FLOORING AND INSULATION DATA

Unit Owner's Name: _____

Telephone: _____ Unit#: _____

Date Install: _____ Installer: _____

Installer Address: _____

Installer Telephone#: _____

Floor/Tiling Description: _____

Soundproof/Underlayment Description (Specifications attached): _____

The minimum STC and IIC rating accepted by Villa Regina Association, Inc. Are ***52 in both categories?*** Please fill in the rating for the sound proof product that will be used.

STC RATING: _____ **IIC RATING:** _____

(STC and IIC ratings must be supported with documented data on sound testing on a 6 inch concrete subfloor with ***no suspended ceiling***).

Area/Location where floor will be installed:

Bathroom(s): _____

Bedrooms(s): _____

Den: _____

Kitchen: _____

Foyer: _____

Dining Room: _____

Living Room: _____

Terrace: _____

I hereby agree to have the contractor submit an affidavit at the completion of the job attesting to the fact that proper soundproofing has been installed. I understand my request to refund the security deposit posted may not be refunded if the soundproof affidavit is not submitted.

Homeowner: _____ Date: _____
Signature

INITIALS: _____



VILLA REGINA ASSOCIATION, INC.

Instructions for Flooring Permits

All commercial properties, including units, are required to obtain a permit for flooring (tile, wood, marble).

To obtain a permit for flooring please provide the following documents to the permit counter.

1. City of Miami building permit application
2. Flooring permit affidavit
3. Copy of manufacturer's literature
4. Sample of Product attached to the Flooring Permit Affidavit
5. Copy of Contract/Agreement between client and contractor



VILLA REGINA ASSOCIATION, INC.

CONTRACTOR'S RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

This release, indemnification, and Hold Harmless Agreement ("Release") is executed this ____ day of _____, 20__ by the undersigned Owner(s) of unit _____ located in VILLA REGINA CONDOMINIUM.

Whereas, the association will permit the undersigned to engage contractors and vendor (including all those working by, though, 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 name VILLA REGINA ASSOCIATION, INC. as an additional insured; a current certificate of applicable Workers Compensation Insurance will be required; a copy of applicable licenses and required permits will also be required.

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 sufficient of which are hereby acknowledge, the undersigned specifically agree to the following:

1. The above recitals re true and correct and are incorporated herein by reference.
2. The undersigned acknowledge and agree 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 acknowledge and agree that the Association.
3. The undersigned (jointly and severally if more than one) hereby release, indemnify and hold harmless the association and its directors, officers, agents and employees, lessees, guest and invitees and all members 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 the use resulting therefore arising out of or resulting from the Work performed by the contractor or vendor and entry into the undersigned's unit.
4. Owner shall pay to the association all attorney's fees and court costs, at pre-suit, trial and all appeals, incurred by Association in the enforcement of this agreement and with respect to the collection of all sums due hereunder. Association shall be entitled to an award of such attorney's fee and costs as part of any judgment entered.
5. All sums due and payable by Owner to association pursuant to this agreement shall constitute a lien and/or charge against the Owner's unit fully enforceable by the Association.
6. 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.
7. This agreement is made and delivered in the state of Florida and shall be enforceable in accordance with the laws of said State. All work must be performed inside the unit. Work is not permitted in the hallway, foyer, balcony stairwells, garage or receiving area.

INITIALS: _____



VILLA REGINA ASSOCIATION, INC.

- 8. Contractors will be responsible to clean up all debris, excess material, trash and refuse at the end of each workday. The condominium reserves the right to inspect work areas to insure proper cleanup. All trash must be disposed of.
- 9. Absolutely no smoking within the building
- 10. This agreement remains in effect for all present and future Personnel including all those working by through, or under them) while the undersigned (jointly and severally if more than one) maintains ownership of unit described herein in accordance with the Rules and Regulations, policies and procedures of VILLA REGINA ASSOCIATION, INC.

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

Witness

Owners

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledged before me this _____ day of _____ 20____,
by _____ and _____ HE/She/They (who is personally known to
me)/ (Who has/have produced _____ as identification) and (did)/ (Did not) take an oath.

Name:

My Commission Expires:

INITIALS: _____



VILLA REGINA ASSOCIATION, INC.

**TO BE COMPLETED
BY CONTRACTOR
PACKET**



VILLA REGINA ASSOCIATION, INC.

CONTRACTOR'S INSURANCE/LICENSE/AUTHORIZATION

1. To protect yourself and VILLA REGINA ASSOCIATION, INC. from liability exposure, all contractors doing work in your apartment (i.e.-decorators, flooring companies, tradesperson, etc.) must be licensed and Insured.
2. A copy of each of the following must be on file with the Management office, prior to the contractor commencing work;
 - Current Certificate of Insurance for General liability Insurance with limits of at least \$500,000.00 and **VILLA REGINA ASSOCIATION, INC. 1581 Brickell Avenue, Miami Florida 33129** as an additional named insured (listing unit number).
 - License and applicable permits (i.e. occupational license and/or state license for specified discipline)
 - Current certificate of Insurance for Worker's compensation or State Exemption certificate.
3. No contractor/tradesperson can be given access to your unit without prior submittal to these documents to the Management Office.
4. All required permits must be submitted to the Management Office and posted prior to Commencement of work
5. Unit Access authorization forms signed by the resident must be filed prior to commencing work.
6. Architectural modification application form with plans signed and approved and/or detailed description of interior modifications.
7. No work is to commence until all permits have been submitted to the Management office.
8. The Deposit of \$2,500.00 will not be returned to the Unit owner until the Final permit has been submitted to the Management office.

Thank you in advance for your co-operation in protecting your home.

INITIALS: _____



VILLA REGINA ASSOCIATION, INC.

CONTRACTOR INFORMATION CHECKLIST

UNIT NUMBER: _____

OWNER NAME: _____

COMPANY NAME: _____

ADDRESS: _____

COMPANY PHONE: _____ FAX: _____

DESC. OF WORK: _____

Gen. Liab Policy #: _____ Expiration: _____

W. Comp Policy # _____ Expiration: _____

License #: _____ Expiration: _____

Supervisor in Charge: _____ Phone #: _____

Authorized Employee Name: _____

Authorized Employee Name: _____

Authorized Employee Name: _____

Authorized Employee Name: _____

Authorized Employee Name: _____

Signature of employee in charge:

Date:

INITIALS: _____



VILLA REGINA ASSOCIATION, INC.

CONTRACTOR/TRADESPERSON POLICY

All deliveries of material and supplies must be arranged in advance with the Receiving Department. Please call (305)854-1581 (203) to schedule. Transportation of material and supplies will be on a first come, first served basis daily between the hours of 9:00am and 3:00pm.

VILLA REGINA VISITOR BADGES MUST BE WORN WHILE ON CONDOMINIUM GROUNDS.

CONTRACTORS MUST ENSURE DEPARTURE FROM THE BUILDING IS ACHIEVED BY 4:30PM. SHOULD SECURITY BE REQUIRED TO ESCORT CONTRACTORS OFF THE PREMISES, COSTS WILL BE BORN BY THE VIOLATOR.

Receiving will be open Mondays through Fridays from 9:00am to 4:30pm and closed on weekends and all Federal holidays.

Vehicles are permitted to park in designated areas only and must not park on the entrance driver or obstruct any parking areas. A Villa Regina parking authorization must be displayed on the driver's side dashboard or vehicle may be towed at owner's expense. Keys must be deposited with Receiving Personnel and picked up by 4:30pm.

ONE SERVICE ELEVATOR IN EACH WING HAS BEEN DESIGNATED FOR DELIVERIES AND SERVICE. ELEVATORS ARE EQUIPPED WITH SECURITY CAMERAS AND SHOULD DAMAGE OCCUR, THE ASSOCIATION WILL PURSUE DAMAGE RECOVERY FROM THE VIOLATOR.

CONTRACTORS ARE RESPONSIBLE FOR COVERING THE CARPET FROM THE ELEVATOR LANDING LEADING TO THE APARTMENT WITH SELF ADHISIVE PLASTIC (AVAILABLE IN THE RECEIVING DEPARTMENT FOR \$50.00 PER WEEK) PRIOR TO ANY EQUIPMENT AND OR CONTRACTOR ALLOWED TO COMMENCE WORK IN THE UNIT.

All work including cutting, painting, carpentry, etc. must be performed in the apartment or off the premises. The Foyers and Hallways are not available as a work area. Smoke detectors must be covered with a net when heavy construction is underway. Please see the Receiving department for assistance in this area.

INITIALS: _____



VILLA REGINA ASSOCIATION, INC.

All construction materials must be properly disposed of either in the homeowner's rented bulk container or removed daily by the contractor. **Under no circumstance should trash chutes or VILLA REGINA dumpsters be used for construction debris. Hallways/common areas must be left clean and in order.**

Management reserves the right to ask moving, delivery or contractor personnel to leave the property and/or deny future access if any of the above described policies is not followed. Please contact the Receiving department if you require additional assistance.

I acknowledge and agree to the above described policies and agree to pay Villa Regina Association, Inc. any cost associated with any violation of said policy.

Contractor: _____ *Date:* _____
Signature

Print Name: _____

INITIALS: _____



VILLA REGINA ASSOCIATION, INC.

ROOF ACCESS

All contractors seeking access to the roof must check in with the Receiving Department. No contractors will be allowed to transport material or have roof access without management or maintenance being present. Please call (305)854-1582 to schedule roof access.

Contractors are responsible for **ANY** damages to the roof area which includes but is not limited to the roof membrane, fans, vent pipes, parapet, stairs and railings, mechanical rooms and all other material, surfaces and structures on the roof.

To prevent the mechanical rooms from flooding during heavy rains, the mechanical room doors must remain closed at all times. Contractor agrees to pay for any damage resulting in the doors being left open. Damage may include water intrusion to units below the mechanical rooms.

Equipment should not be left on the roof overnight. The roof system is not designed to carry the weight of heavy material oversight.

An inspection will be done daily after work is completed to assess for any damage.

A contractor agrees to assume responsibility for: Paint or concrete chipping, rope damage, cable damage to windows or shutters OR ANY OTHER DAMAGE RESULTING FROM THEIR REQUEST TO ROOF ACCESS.

Contractor acknowledges that tie down anchors are not provided and agrees NOT to hold Villa Regina Association, Inc. and The Continental Group Inc. liable for any damages or accidents.

Contractor Signature:

Date

Witness

Date

Name of organization

INITIALS: _____