

Architectural Review Committee Application For all Modifications or Improvements

IINSTRUCTIONS

Fully complete all of the information below

For Windows, exterior doors, and shutters please provide specifications for each product.

For flooring please provide sound barrier/rating specifications

Please allow 2-4 weeks for approval process

Completed form and supporting documentation should be submitted to:

Deedra Jones at Coastal Realty either by US mail, email or in person:

Email = <u>Deedra.Jones@coastalrealtyfl.com</u>
Office = 3942 A1A S St Augustine, FL 32080



Owners Information

Owner(s) Name: _	
Unit No.:	
Day Telephone: _	Evening Telephone:
Email: _	
Submit Date _	
Contractor Informat	ion:
General Contractor:	
Contact Person:	
Contact Telephone:	License Number:
Proposed Modificat	on or Improvement:
described and dep	ested to make the following modification(s) or improvements as cted below, or on additional attached pages as necessary. Please as dimensions, materials, color, and other pertinent data described

KCB

Original 03/28/2018 Revision 03/28/2018 Revision 06/01/2025



Completed Application		
Copy of Contract(s) or Proposal from contractor		
Contractor license, insurance liability (\$1 million), & Workman's Comp		
List of Sub-Contractors and contact information		
NOTE: If the contractor license, insurance liability and Workman's Comp info is up-to-date and on file with the Property Manager, additional copies are not required.		
Property Manager confirms info is on file:		
Estimated Start Date: Estimated Completion Date:		
INSTRUCTIONS: Complete all pages of this form and give to the Property Manager along with all applicable attachments. The Property Manager will forward to the Sand Dollar IV Architectural Committee. The Architectural Committee will then review and get back to you should they require any additional information. They will then approve, conditionally approve, reject, or request further information.		
Date Request Submitted Owner Signature		

Architectural Committee

If rejected, the reason the proposed change was not approved is:

KCB Original 03/28/2018 Revision 03/28/2018 Revision 06/01/2025

Date Approved or Rejected

<u>Attachments Provided:</u>



Terms Of Agreement To Perform Work:

I understand and will comply with the following:

No project may commence prior to unit owner receiving written approval from the Architectural Committee.	
All work must be completed by a licensed and insured contractor	
Contractors must check in daily with the office prior to the commencement of any work.	
Vendor/Construction Hours are as follows: Monday-Friday: 8:00 am until 6:00 pm with the exception of emergency work Sunday-Saturday: None Holidays: None	
Any damage, destruction or defacement to the elevators or any part of the buildings will not be tolerated. Elevator pads and floor protection must be in place at all times while work is on-going. Twenty-four hour notice to the Property Manager is required for pad installation.	
All exterior walkways, elevator floors, and parking lots may not be blocked and must be cleaned daily and be free of dirt, dust, or debris.	
The use of Sand Dollar IV's dumpster is strictly prohibited. All construction and repair trash must be removed daily from the premises.	
The over night storage or placing of construction materials on common area property or any area that is visible from the road at any time is strictly prohibited.	
Owner is responsible for complying with all State and County Building codes and to obtain all applicable permits.	
Sand Dollar IV shall be "held harmless" for any and all incidents or damages that may arise during or after the project.	
Owner further acknowledges that the Property Manager has the right the stop any and all workers should they perform unsafe, outside the approved improvement, if common areas sustain damage, or if they are not cleaned daily.	