

Ocean Parks Jupiter Condominium Association, Inc.
300 North Highway A1A Jupiter, FL 33477

APPLICATION TO THE BUILDING COMMITTEE FOR APPROVAL OF
RENOVATION OR IMPROVEMENT OF A UNIT

Date: _____

Unit owner must fill out the following application and return it together with all the required information and documents to the Management Office.

- A summary of the work to be performed on the Contractor's letterhead, including sketches to illustrate the work, as needed.
- A copy of the Contractor's Palm Beach County Occupational License.
- Contractor's Certificate of Insurance, with the Association as a named insured.

THIS INFORMATION MUST BE SUBMITTED TO THE PROPERTY MANAGER PRIOR TO THE COMMENCEMENT OF ANY WORK OR THE WORK CAN BE SHUT DOWN.

THE SCOPE OF WORK IS AS DESCRIBED BELOW: (To be completed by Owner.)

Estimated Start Date _____ Estimated Completion Date _____

OWNER(S) _____
Signature Signature

Building # _____ Unit # _____ Telephone #: _____

NAME OF CONTRACTOR: _____

Telephone: _____ Fax: _____

Contractor's Address (Street) _____
City, State, Zip) _____

ASSOCIATION APPROVAL

Property Manager Signature Date Building Committee Signature Date

THE BOARD DOES NOT ASSUME ANY RESPONSIBILITY FOR THE WORK

The association recommends that unit owners check with their insurance agent regarding acceptance of coverage for the type of improvement proposed.

AGREEMENT ¹

SPECIFICATIONS AND REQUIREMENTS FOR CHANGES TO WINDOWS IN UNITS

Proposed changes of windows for any unit must be approved by the Association PRIOR to the initiation of any work. The application for approval must include contractor license, insurance and this signed form. Contractor and owner are responsible for securing necessary building permit(s) for the window replacement, prior to work beginning. Town of Jupiter permitting requirements and checklists can be found at:

- <https://www.jupiter.fl.us/>
- <https://www.jupiter.fl.us/98/Permit-Package-Submittal>
- <https://www.jupiter.fl.us/DocumentCenter/View/12559>

All replacement windows shall be single hung meeting building code requirements stipulated by the Town of Jupiter and Miami Dade hurricane standards. Replacement windows may be installed with or without grid bars. If reflective window film is applied, it must conform with the color approved, which is gray. All replacement windows frame color must be bronze. Replacement window screen frames must be bronze.

I/We have reviewed and received the sheet entitled "Specifications and Requirements for Changes to Windows in Units".

I/We fully understand that it is my/our responsibility to fully comply with all of the provisions included in the requirements cited above.

Signatures:

Owner: _____ Bldg. and Unit# _____

Owner: _____ Date: _____

Contractor: _____ Date: _____

Company: _____

¹ March 24, 2017, Procedures Manual 2009, "Specification for Changes to Window Units" replaced with this page to incorporate March 15, 2017, Board approved motion 3-17, "Window upgrades may be installed with or without horizontal bar", and to incorporate adherence to Town of Jupiter permit requirements for window replacements.

SPECIFICATION FOR CHANGES TO SCREEN/STORM DOORS ON UNITS

Proposed changes of doors to the outside or walkway on any unit (apartment) must be approved by the Association PRIOR to the initiation of any work. The standards apply only to doors which provide entry into units in 4-story buildings. They do not apply to lobby entrance or emergency doors.

The door must be a full-view screen or storm door.

A storm door may have an optional half screen and should be made of aluminum. The doors in Ocean Parks are standard sized with a rough opening size of 36" x 81", therefore there is no need to have a custom-made door.

The color of the frame must be Earth-tone Bronze and the glass must be plain. Scrolls and other embellishments may only be installed on the inside of doors. The interior/exterior hardware finish must be Brushed Nickel/Brushed Nickel.

The Building committee recommends an overlapping frame.

No security door above the first floor may have an inside keyed lock.

Doors are available from a licensed door installer, or purchased direct from either Lowe's or Home Depot or other Hardware Outlet.

A bronze anodizes aluminum strip, the same height as the solid bottom section of a screen door, may be installed around the bottom outside of the screening.

The Board approves the Tradewinds full-view manufactured by Larson or equivalent.

PROCEDURE FOR PROPOSED
ALTERATIONS OR CHANGES
TO UNITS OR BUILDINGS

Proposed changes or additions to units (apartments), walks, or the exterior areas of units must be approved by the Association PRIOR to the initiation of any work. The procedure follows:

- a. The owner shall submit, to the Property Manager, a completed, signed copy of the "Application to the Building Committee" along with sketches and a brief written description of the proposed work. Catalogs or brochures should be included to clearly illustrate the proposed work.
- b. Items which require Association approval include:
- Shutters and impact-resistant windows.
 - Exterior painting of the buildings.
 - Screen doors and storm doors.
 - Exterior lighting fixtures.
 - Balconies: Repairs, spray-deck coating, and tile installation.
 - Interior (hard) flooring.
 - Kitchen remodeling.
 - All proposed wall removals.

Items which do not require Association approval include:

- Interior painting and decorating.
- Replacement of interior lighting fixtures
- Replacement of plumbing fixtures and water heaters.
- Replacement of kitchen cabinets
- Non-structural repairs.

If there is any question as to whether or not an item requires approval, the Property Manager should be contacted for clarification.

- c. Once a project is approved, the owner shall provide the name and address of the contractor, along with copies of:
- (1) his occupational license to perform the proposed work.
 - (2) his certificate of insurance, naming OPJCA as an additional named insured, and
 - (3) a Jupiter Building Department permit if such a permit is required for the proposed work

If the owner intends to do the work, the owner must provide copies of the documents listed above as items (1), (2), and (3).

- d. It is the owner's responsibility to ensure that:

- (1) All contractors check in at the office upon arrival at Ocean Parks.
- (2) All contractors observe the permissible working hours – 9:00 AM to 5:00 PM – unless written permission is obtained from the Board of Directors

INSTALLATION OF TILE ON EXTERIOR SURFACES

On surface with no previous application of Sonoguard Waterproofing material:

1. First, the surface shall be inspected for signs of corrosion of the steel reinforcement. The initial inspection will be made by Board-designated representative (at no expense to Owner). If there are suspicious areas, such as hollowness or other signs, the surface shall be inspected by a Board-approved licensed Professional Engineer or certified Building Inspector (at Owner's expense). If remedial action is recommended by the Engineer (or Building Inspector), the renovation work shall be done (at Owner's expense) prior to installation of the tile.
2. Power-wash the surface.
3. Patch surface spalls and fill all cracks.
4. Apply Sonoguard Base Coat at 60 sq. ft. per gallon. Allow Base Coat to cure at least 16 hours.
5. Apply Sonoguard Top Coat at 80 sq.ft. per gallon.
6. Immediately broadcast 20-30 mesh angular sand to refusal. Once set, the loose aggregate should be vacuumed or swept away. Allow to cure a minimum of 48 hours.
7. Proceed with application of thin-set and installation of tile.
8. Upon completion of the tile installation, the Property Manager shall arrange for an inspection by a Board-approved licensed Professional Engineer or certified Building Inspector (at Owner's expense). Tile in all areas where there is evidence of hollowness shall be replaced immediately, followed by another inspection. This process shall be repeated until there is no evidence of hollowness over the entire tile surface. The cost of inspection(s) by the Engineer (or Building Inspector) shall be borne by the Owner.

INSTALLATION OF TILE ON EXTERIOR SURFACES

On surface previously coated with Sonoguard Waterproofing System:

1. First, the surface shall be inspected for signs of corrosion of the steel reinforcement. The initial inspection will be made by Board-designated representative (at no expense to Owner). If there are suspicious areas, such as hollowness or other signs, the surface shall be inspected by a Board-approved licensed Professional Engineer or certified Building Inspector (at Owner's expense). If remedial action is recommended by the Engineer (or Building Inspector), the renovation work shall be done (at Owner's expense) prior to installation of the tile.
2. Power-wash existing coating to remove all dirt, oil, grease, or other contaminants.
3. Wipe surface clean with Xyelene or MEK.
4. Apply Sonoguard Top Coat, at 80 sq. ft. per gallon if in-place Sonoguard system was applied in 2003-2004, or at 60 sq.ft per gallon if said in-place system was applied prior to 2003-2004.
5. Immediately broadcast 20-30 mesh angular sand to refusal. Once set, the loose aggregate should be vacuumed or swept away. Allow to cure for a minimum of 48 hours.
6. Proceed with application of thin-set and installation of tile.
7. Upon completion of the tile installation, the Property Manager shall arrange for an inspection by a Board-approved licensed Professional Engineer or certified Building Inspector (at Owner's expense). Tile in all areas where there is evidence of hollowness shall be replaced immediately, followed by another inspection. This process shall be repeated until there is no evidence of hollowness over the entire tile surface. The cost of inspection(s) by the Engineer (or Building Inspector) shall be borne by the Owner.

INSTALLATION OF SPRAY-DECK ON EXTERIOR SURFACES

On surface with no previous application of Sonoguard waterproofing material:

1. First, the surface shall be inspected for signs of corrosion of the steel reinforcement. The initial inspection will be made by Board-designated representative (at no expense to Owner). If there are suspicious areas, such as hollowness or other signs, the surface shall be inspected by a Board-approved licensed Professional Engineer or certified Building Inspector (at Owner's expense). If remedial action is recommended by the Engineer (or Building Inspector), the renovation work shall be done (at Owner's expense) prior to installation of the Spray Deck
2. Power-wash the surface to remove all dirt, oil, grease, or other contaminants.
3. Patch surface spalls and fill all cracks.
4. Apply Sonoguard Base Coat at 60 sq.ft. per gallon. Allow Base Coat to cure at least 16 hours.
5. Apply Sonoguard Top Coat at 80 sq.ft. per gallon.
6. Immediately broadcast 20-30 mesh angular sand to refusal. Once set, the loose aggregate should be vacuumed or swept away. Allow to cure a minimum of 48 hours.
7. Proceed with application of Spray-Deck*.
8. Upon completion of the tile installation, the Property Manager shall arrange for an inspection by a Board-approved licensed Professional Engineer or certified Building Inspector (at Owner's expense). Spray Deck in all areas where there is evidence of hollowness shall be replaced immediately, followed by another inspection. This process shall be repeated until there is no evidence of hollowness over the entire Spray Deck surface. The cost of inspection(s) by the Engineer (or Building Inspector) shall be borne by the Owner.

**This document refers to Sonoguard Waterproofing as manufactured by Sonneborn. The Owner shall submit to the Property Manager written documentation in the form of Manufacturer's Catalog cuts or data information, confirming that the Spray-Deck is compatible with the said Sonneborn product. If deemed not compatible, the Owner shall submit to the Property Manager for review and approval, prior to commencing work, an equivalent waterproofing product.*

INSTALLATION OF SPRAY-DECK ON EXTERIOR SURFACES

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1. First, the surface shall be inspected for signs of corrosion of the steel reinforcement. The initial inspection will be made by Board-designated representative (at no expense to Owner). If there are suspicious areas, such as hollowness or other signs, the surface shall be inspected by a Board-approved licensed Professional Engineer or certified Building Inspector (at Owner's expense). If remedial action is recommended by the Engineer (or Building Inspector), the renovation work shall be done (at Owner's expense) prior to installation of the Spray Deck.
2. Power-wash existing coating to remove all dirt, oil, grease, or other contaminants.
3. Wipe surface clean with Xyelene or MEK.
4. Apply Sonoguard Top Coat, at 80 sq. ft. per gallon if in-place Sonoguard system was applied in 2003-2004, or at 60 sq.ft per gallon if said in-place system was applied prior to 2003-2004.
5. Immediately broadcast 20-30 mesh angular sand to refusal. Once set, the loose aggregate should be vacuumed or swept away. Allow to cure for a minimum of 48 hours.
6. Proceed with application of Spray-Deck*.
7. Upon completion of the Spray Deck installation, the Property Manager shall arrange for an inspection by a Board-approved licensed Professional Engineer or certified Building Inspector (at Owner's expense). Spray Deck in all areas where there is evidence of hollowness shall be replaced immediately, followed by another inspection. This process shall be repeated until there is no evidence of hollowness over the entire Spray Deck surface. The cost of inspection(s) by the Engineer (or Building Inspector) shall be borne by the Owner.

**This document refers to Sonoguard Waterproofing as manufactured by Sonneborn. The Owner shall submit to the Property Manager written documentation in the form of Manufacturer's Catalog cuts or data information, confirming that the Spray-Deck is compatible with the said Sonneborn product. If deemed not compatible, the Owner shall submit to the Property Manager for review and approval, prior to commencing work, an equivalent waterproofing product.*

INTERIOR FLOOR COVERINGS

Requests by unit owners to install **hardwood, laminated, tile, or vinyl plank flooring** must be submitted to and approved by the Association via a "APPLICATION TO THE BUILDING COMMITTEE FOR APPROVAL OF RENOVATION OR IMPROVEMENT OF A UNIT" form. Proper installation using currently available materials and installation procedures will minimize sound and impact transmission to abutting units.

Underlayment and specified adhesives must meet the requirements listed below for the various types of flooring:

1. Hardwood Floors

The flooring must be attached to the top surface of the underlayment with glue. The glue must be Bostek BEST. No mechanical fasteners of any type (nails, screws, etc.) are to be used.

Underlayment Options	STC	IIC	Primer	Notes
Proflex 90-MS	72	68	Proflex PR 10 or PR 11	Use 1 gal for 300-500 per sq.ft.
Protecto Whisper Mat HW	72	71	Protecto Wrap No. 6000 Primer	
Floor Muffler UltraSeal	73	74	As recommended by Diversified Industries, Inc.	

2. Laminated Floors

The installation must be of the floating floor type, and must meet the recommendations of the respective manufacturer for this type of installation. No mechanical fasteners of any type (nails, screws, etc.) are to be used.

Underlayment Options	STC	IIC	Installation Procedure	Notes
Protecto Whisper Mat HW	72	71	As recommended by Protecto Wrap Co.	
Floor Muffler UltraSeal	73	74	As recommended by Diversified Industries, Inc.	

3. Tile Floors

Thin-set or mortar bed is applied directly to the top surface of the underlayment. A perimeter expansion space of at least ¼ inch must be maintained, and a sound reduction strip (perimeter isolation barrier) must be installed.

Underlayment Options	STC	IIC	Primer	Notes
Proflex 90-MS	72	68	Proflex PR10 or PR11	Use 1 gal for 300-500 per sq.ft.
Protecto Whisper Mat CS	72	71	Protecto Wrap #6000 Primer	
Floor Muffler UltraSeal	73	74	As recommended by Diversified Industries, Inc.	

4. Vinyl Plank Flooring

The installation must be of the floating floor type, and must meet the recommendations of the respective manufacturer for this type of installation. No mechanical fasteners of any type (nails, screws, etc.) are to be used.

Underlayment Options	STC	IIC	Installation Procedure	Notes
Proflex 90-MS	72	68	As recommended by Proflex Products, Inc.	
Floor Muffler UltraSeal	73	74	As recommended by Diversified Industries, Inc.	

NOTICE TO CONTRACTORS

Contractors are NOT allowed to throw construction materials in the dumpsters. Old tile, wallboard, cabinets, plumbing fixtures, appliances, paint cans, etc... must be taken away by the contractor or arrangements made by the unit owner to have them removed.

Contractors are not allowed to use the catwalks or stairway landings for contractual work. All work must be done in the unit, on the balcony or on the ground at the end of the building by the trash room on four story buildings or the end or rear of the three story buildings. This includes tile saws, table saws, circular saws and mixing of mortar or other materials. No work can be done near the front entrance of the building under any circumstances to avoid tracking construction dust through the building.

The unit owner will be responsible for violation of these rules.

Please call the office if you have any questions-

(561) 744-0668