

Oceanique Oceanfront Condominium
ARCHITECTURAL APPROVAL REQUEST

Documentation Required for Application to be considered for Approval:

- The completed application
- Description of the proposed project – including drawings, pictures, and schedule
- Copy of proposed contract – including Contractor’s name, address, email, telephone number and Florida contractor’s license
- Certificate of Insurance showing Workman’s compensation, automobile and liability insurance with acceptable limits and naming Oceanique Oceanfront Condominium as additional insured
- Owner’s name, unit number, email address, and mailing address

Completed application along with the required documentation must be submitted to:

Elliott Merrill Community Management
located at 835 20th Place, Vero Beach, FL 32960
Email: wcowan@elliottmerrill.com

Please allow at least 10 business days for processing.

Owner Name: _____

Unit Number: _____

Email Address: _____

Mailing Address (if different than the unit address):

**DESCRIBE BELOW THE PROPOSED PROJECT(S) FOR WHICH YOU ARE
REQUESTING APPROVAL**

Oceanique Oceanfront Condominium
ARCHITECTURAL APPROVAL
REQUEST

Approved:

Approved Committee Signature	Name	Date
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Approved Committee Signature	Name	Date
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Approved Committee Chair Signature	Name	Date
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Stipulations to Approval:

Disapproved:

_____	_____	_____
Disapproved Committee Signature	Name	Date

_____	_____	_____
Disapproved Committee Signature	Name	Date

_____	_____	_____
Approved Committee Chair Signature	Name	Date

Reason for Disapproval:

Oceanique Oceanfront Condominium

ARCHITECTURAL APPROVAL REQUEST

All remodeling projects must be approved by the Board of Directors of Oceanique prior to the commencement of the project.

Applications for approval of remodeling projects must be delivered or sent to:
Elliott Merrill Community Management
835 20th Place, Vero Beach, FL 32960
1-772-569-9853

1. The Contractor's name, address, Email and telephone number must be included in the Application.
2. The unit owner must submit with the Application a detailed description of the remodeling project including drawings, pictures, and any other means of specific details of the work.
3. All contractors must have Florida Contracting Licenses and be insured. Oceanique Oceanfront Condominium, Inc. must be named as an additional insurer on the Contractor's Insurance Policy.
4. All necessary permits must be obtained by the Unit Owner or their contractor before any work commences on the remodeling project and must be posted at the worksite. A copy of the permit must be forwarded to Elliott Merrill (EM) prior to work proceedings.
5. Working hours are limited to 8:00 a.m. to 5:00 p.m. Monday through Friday. Work may only be performed on Saturdays in the event of an emergency. No work may be performed on Sundays or legal holidays. The Architectural Board will monitor the progress of the schedule submitted. Any work that produces noise, for example removing existing floor tile, will be scheduled so as to minimize the day(s) of removal tile noise.
6. Contractors must clean up walkways, work areas, and remove any debris on a daily basis. In the event it is necessary for the Association to clean up walkways, work areas or remove debris, the Unit Owner will be billed accordingly.
7. Construction debris **MUST NOT BE THROWN IN BUILDING DUMPSTERS OR TRASH CHUTES**. A construction container must be provided by the Unit Owner's contractor. The position and location of contractor's dumpster shall be determined by the Association. Unit Owners will be responsible for any damages and charges incurred in the event their contractor, subcontractor or materialman use building dumpsters or trash chutes.
8. Solid flooring must have soundproofing underlayment specification of IIC 68 and STC 67. Samples must accompany the Application.

9. Under no circumstances shall a contractor or Unit Owner store materials or cut materials on balconies without the shutters being closed. Shutters must be closed to prevent debris flying in the air. Contractors are responsible for proper safety precautions and protecting common areas, including, but not limited to, installing safety cones and barricades if required.
10. All contractors **MUST** communicate to the Maintenance Supervisor and specify the unit they are working in and how many employees are on the premises. Use of the elevator, and protection of the elevator, will be coordinated with the EM Maintenance Supervisor.
11. During construction in a unit, the front door of the unit **MUST NOT** be left open.
12. All contractors **MUST** communicate to the EM Maintenance Supervisor and specify the unit they are working in and how many employees are on the premises.
13. All contractors and Unit Owners must sign a copy of these Rules before commencement of a remodeling project.
14. Unit Owners are responsible for supervising their contractors, subcontractors and materialmen. Under no circumstances is a member of the Board of Directors or Association maintenance staff responsible for the supervision of a contractor, subcontractor or materialman.
15. If a contractor or Unit Owner does not sign this document and follow the rules contained herein, the contractor will be removed from the property. Any charges incurred therefrom will be the Unit Owner's responsibility.

OWNERS SIGNATURE / Unit Number

CONTRACTORS SIGNATURE / Company Name/CONTRACTORS SIGNATURE / Company
Name/License Number

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