

Hampton Court Condominium Association, Inc.

Architectural Review Committee Application

This request form is to be completed by the homeowner and submitted to the association management company for approval before any work commences. Please refer to your Governing Documents for a description of the Architectural Review Committee (ARC) and its purpose. All requests must conform to local zoning and building regulations. You must obtain and comply with all necessary governmental applications and permits once your request is approved by the ARC. Failure to comply will result in your project being denied and/or suspended until proof of compliance is produced. Owner must provide contractor's name, phone number and certificate of insurance (see next page for explanation and instructions).

NOTE: ARC has a maximum of sixty (60) days from date of receipt of information to provide approval or denial. If all required material or information is not included at time of submission, approval time period does not apply. Please return completed form by mail to: Hampton Court Condominium Association c/o Showcase Property Management 101 S Courtenay Parkway Merritt Island FL 32952 or by email to scshowcam@gmail.com.

This Section to be completed by the Homeowner.

Date _____ Name _____

Property Address _____

Phone _____ Email _____

Start Date _____ End Date _____

Please check one (Use a separate form for each type of change being requested.)

- Windows/Doors Outside Plants Hurricane Shutters Kitchen/Baths
 Flooring (2nd floor has special requirements) Other _____

Describe the change/addition/installation (Attach all relevant information to support the request, e.g., plans from contractor, drawings or sketches, measurements, product samples, color samples, brochures, images, or photographs. Include a copy of plot plan or diagram showing where the change is located relative to the unit. Fully describe plantings specifications to include species and variety, maximum height, width, color, environmental information.) _____

This Section to be completed by the Architectural Review Committee.

- Approved Denied Returned to Owner for Further Action/Information

Comment _____

ARC Signature & Date _____

Board Member Signature & Date _____

Hampton Court Condominium Association, Inc.

Vendor/Contractor Checklist

Vendor Name _____

Project Contact Name _____ Phone Number _____

Email _____

Prior to the commencement of any work, please complete this checklist (initial the lines) in acknowledgement of the policies along with any other required documents according to the Declarations and Rules & Regulations. Submit all documents to Showcase Property Management (SPM) (Debora Jones - scshowcam@gmail.com; 321-576-9610). The documents will be reviewed by SPM who will inform the Board of Directors (BOD) via email and then the official vote will be recorded/ratified at a regularly scheduled meeting. You will receive email notification of approval or denial.

- ___ 1. Contractors, sub-contractors, and vendors must be licensed and bonded. Before any work begins, they must provide the following documents to Showcase Property Management:
- Certificate of Insurance with the resident/owner listed as the certificate holder and Hampton Court Condominium Association listed as the additional insured
 - General Liability Insurance
 - Worker's Compensation Insurance or Worker's Compensation Exempt Certificate
- ___ 2. Ensure that contractor(s) have regular operating and clean-up procedures throughout the project that includes consideration for the daily lives of those in the building and end-of-workday clean up. Contractors must agree that:
- If contractor's vehicles exceed the size of the parking spaces, be thoughtful of how this will impact residents' ability to get access to their vehicles and parking spaces.
 - No debris will be left in the walkways and/or parking lot beyond what is reasonable to transition to and from the unit.
 - For jobs that include demolition or removal of any large items, such as flooring, cabinetry, drywall, doors, windows, appliances, etc., the contractor is required to have a dumpster for the demolition portion of the project or a trailer to remove debris daily. Hampton Court's dumpster is not to be used for this type of construction debris.
 - At the end of each workday, the common areas should be clean and free of drips and debris. It is highly recommended that the common area walkways be protected, such as with ram board, throughout the high-traffic portion of the project to protect against wear and tear on the flooring. Ultimately, it is the responsibility of the resident/owner to ensure that the common areas are clean and clear at the end of each day.
- ___ 3. Work that produces excessive noise is restricted to the hours of 8 AM to 6 PM. It is also good practice to notify your neighbors in advance via email and by placing flyers in the laundry rooms that includes the days that the disruption is anticipated.
- ___ 4. Owner has provided a copy of Hampton Court contractor rules and informed contractor of the days and times when work is allowed on the condominium premises.
- ___ 5. Owner acknowledges and understands that repairs and/or cleaning to common areas if needed due to contractor work will be billed to the unit.