

# SHORE TOWERS BUILDING OF TOWN APARTMENTS SOUTH NO. 103, INC., A CONDOMINIUM

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## ADDITIONS AND ALTERATIONS, RESPONSIBILITIES AND PROCEDURES

Approval of the Board of Directors is required on ALL additions and alterations within a unit, as well as changes that affect common elements.

Additions and Alterations NOT requiring Board Approval:

Appliance	Electrical Fixtures	Paint
Bathroom Sink	Electrical Outlets	Paneling
Bathtub	Floor Coverings **	Toilets
Cabinets	Kitchen Counter Tops	Wallpaper
Interior Doors	Kitchen Sinks	

\*\*Installing ceramic tile or any floor covering extensively on the floors of your unit may increase noise levels to your neighbors. Be aware if this is a cause for complaints, you will be required to remedy the situation. Before installation, ask the contractor about products/methods that will reduce transmitted noise levels.

\*\*Florida code requires that anything above ground must have a sound barrier either attached or installed first. If flooring has no backing, an underlayment must be installed first.

### ADDITIONS AND ALTERATIONS AFFECTING COMMON ELEMENTS

Air conditioners/Condensers/Compressors	Hot/Cold water pipes
Exterior Doors (Front/Back)	Shutters/Awnings
Electrical Wiring	Walls
Furnaces	Windows

Attached is an application which is to be submitted to the Building Issues Group (BIG) for approval prior to the start of work. The Secretary has copies of the application which is to be completed and returned to the Building Issues Liaison Karl Bossert in Unit #107, or Mark McAlees in Unit #407. Ideally, the Building Liaison should meet with installers prior to work being done to ensure compliance.

\*\* When installing a new air conditioning compressor, instruct the service provider to install the unit 2" protruding outside the building and slanted away from the outside wall to ensure proper drainage. There are still units with old grills; the openings are larger than the openings for the new units. The owner must have the openings framed properly and then stucco, primed, and painted to fill the void between the new unit and the existing opening. Shore Towers will provide the matching exterior paint.

The contractor must supply a valid Pinellas Contractor License and request their insurance company mail a copy of their insurance certificate to the Building Issues Liaison.

A **building permit** is **REQUIRED** for any project that requires the hiring of a contractor. If in doubt, contact The City of South Pasadena Building Department. Upon completion of the project, the Building Inspector will make an inspection to ensure that work has been done properly and to code requirements.

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Remember, however, that some installations affect your neighbors even if no Board approval is necessary; for instance, your neighbors' water or gas may need to be turned off when you replace plumbing fixtures or gas ranges. This requires 48-hour advance notice so that the affected owners are not inconvenienced unnecessarily.

Any demolition or renovation of a unit requires compliance with the Pinellas County Asbestos Requirements. Failure to comply can subject you to financial penalties.

APPLICATION FOR APPROVAL  
ADDITIONS/ALTERATIONS  
COMMON ELEMENTS

Name: \_\_\_\_\_ Unit Number \_\_\_\_\_

Additions/Alterations to be made:

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Name of Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Does Contractor have a Pinellas County Contractors License?       YES       NO

Is a building permit required?       YES       NO

If yes, who is getting the permit?       Contractor       Unit Owner

Please attach a copy of the contractors Certificate of Insurance and a copy of his/hers Pinellas Contractors License.

Signature of Unit Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL:**

Board of Directors \_\_\_\_\_ Date: \_\_\_\_\_

When installing a new air conditioning compressor, instruct the service man to install the unit one and half to two inches protruding outside the building. This allows the humidity to fall to the ground not down the side of the building. There still are units with the old grills; the openings are larger than the openings for the new units. The owner must have cinder block installed to fill the void between the new unit and existing opening. The block must be stuccoed to match the building and painted. Shore Towers Association will provide the matching exterior paint.

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SHORE TOWERS OWNER/CONTRACTOR REQUIREMENTS

**OWNER:**

- Complete the Additions/Alterations form. Review with the Building Director, Donnie Vachon, before work begins. Then send the form to the Board.
- This form is to be submitted by the owner anytime a contractor is hired to do work in a unit.
- Insure that Building Permit(s), if necessary, are properly displayed facing the walkway.
- 48-hour advance notice to the Board of Directors is required in the event of water/gas turnoff.
- Notify your neighbors if there will be excessive noise so they can plan accordingly.
- Notify the Board/Building Advisory Committee when complete. Building Advisory Committee will inspect completed work and seek Board approval.
- Estimated Start Date: \_\_\_\_\_

\_\_\_\_\_  
**Owner Acknowledgment/Agreement** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Building Advisory Committee Approval** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Board of Directors Approval** \_\_\_\_\_  
**Date**

**CONTRACTOR:**

- Contractor parking is located at the south end of the building. Vehicles can unload at the building next to the Trash Room and be moved once unloaded.
- Dumpster in Trash Room CANNOT be used for construction waste disposal.
- 48-hour advance notice to the Board of Directors is required in the event of water/gas shut-off.
- Be aware of noise limits in order to respect neighbors. Work can only be performed Monday-Saturday from 8-5.
- Florida code requires that anything above ground level must have a sound barrier either attached or installed first. If flooring has no backing, they must install an underlayment first.
- Cutting power tools cannot be used on the walkways.
- All walkways, elevators, lobby and any other common areas must be cleaned daily prior to departure.
- See separate specification sheet when installing a front door, storm or screen door.
- When installing a new air conditioning compressor, instruct the service provider to install the unit 2" protruding outside the building and slanted away from the outside wall to ensure proper drainage. The owner must have the openings framed properly and then stucco, primed, and painted to fill the void between the new unit and the existing opening. Shore Towers will provide the matching exterior paint.
- Arrange for the Building Inspector to approve the completed project when a permit is required.

\_\_\_\_\_  
**Contractor Acknowledgment/Agreement** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner Acknowledgment/Agreement** \_\_\_\_\_  
**Date**

**UPON COMPLETION:**

\_\_\_\_\_  
**Building Advisory Committee Approval** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Board of Directors Approval** \_\_\_\_\_  
**Date**