

SOUTHWINDS at the MOORINGS

ARCHITECTURAL REVIEW REQUEST APPLICATION

Southwinds at the Moorings Keystone Property Management Group

Return to *southwinds@keyirc.com*

Date Submitted: _____

Owner's Name: _____

Bldg. # _____ Unit # _____

Contact: cell _____ email _____

Project Start Date _____ Expected Completion Date _____

Contractor's Name _____ Company Name _____

Work being done is _____ interior _____ exterior

DESCRIPTION OF SCOPE OF WORK (please submit additional pages as necessary):

OWNER'S RESPONSIBILITY:

Owner's ARC application and project must fully comply with Southwinds Rules and Regulations found on the web site under DOCUMENTS - GOVERNING DOCUMENTS - RULES - SW RULES & REGS.

Owners are responsible for ensuring their contractor(s) are aware of Southwind's Rules and Regulations prior to commencement of work. A copy of contractor's plans, design sketches, current license and liability insurance **MUST** accompany this application.

Work may begin no earlier than May 15 and end no later than October 15.

Daily work hours are 8AM – 5PM, Monday - Friday. No after-hours or weekend work is allowed.

Owner is responsible for obtaining all necessary building permits as required by law.

Owners are not allowed to personally do plumbing or electrical projects. All plumbing and electrical work must be performed by a contractor licensed in these trades.

Owners are also cautioned that renovations involving wall removal or any changes which impede access to dryer vents for cleanout will not be approved.

Penetration of the building's concrete slabs (floors and ceilings) is NOT permitted.

For example: pipes, drains, electrical conduits, etc. currently running through the slabs may not be moved. No new channels, holes or chipping of concrete slabs are allowed. Owners must inform their contractors that the use of jackhammers is NOT permitted. Damage to post-tension cables during construction can cost in excess of \$50,000. Owners will be responsible for any damage to the slabs caused by their contractor.

Inspections are required for FLOORING and STUCCO PENETRATION projects by the Southwinds Association inspector at owner's expense. See details below.

FLOORING

No flooring installation over current flooring is permitted.

All current flooring must be removed and *WHISPERMAT* or equivalent underlayment with minimal sound reduction ratings for a 6" concrete floor of "Impact Insulation Class of 50, Sound Transmission Class of 55" must be installed prior to installation of new floor covering. Plans which require removal of old flooring must be reviewed to ensure proper removal techniques. An inspection is required after removal of tile or glued-down flooring. A second inspection is required for all new floor covering after install of underlayment. A prepaid flat inspection fee of \$150 is payable by owner with this application.

STUCCO/ EXTERIOR

Projects requiring stucco penetration (new windows, sliders, doors, storm shutters, etc.) will require:

1) a plan pre-approval, 2) an inspection during install before holes are sealed, and 3) a post-installation inspection. Prepaid flat inspection fees are payable by owner with this application as follows:

\$ 225.00 Review Fee for plan review, the in-process installation inspection and post-install inspection for a single trade.

OR

\$275.00 if involving multiple trades.

\$75.00 of the Review Fee is non-refundable if the plans are not approved; the remaining inspection fees will be refunded to the Owner.

Contractors requiring use of a lift must be informed by the owner that only equipment with balloon tires will be allowed in the bowl area. Owners are responsible for notifying the Southwinds Property Manager of the schedule for any on-site heavy equipment at least 48 hours before they will be allowed on site or into the bowl area. Southwinds on-site staff will use special mats in the bowl area to protect the lawn and concrete sidewalk areas from damage by heavy equipment.

Please email this application with all required supporting documents to southwinds@keyirc.com at least 30 days prior to your project start date. Material changes to the proposed plan may require a resubmission for review.

For projects which require inspections as noted above, please sign the Confirmation of Installation Procedures form and submit with payment by check, payable to Southwinds at the Moorings Assn., Inc.

Mail check to Keystone Property Management Group ATTN: Southwinds Admin @ Keystone Property Mgmt. 780 US 1 Suite 300 Vero Beach, FL 32962. Payment must be received prior to approval by ARC.

For approved plans, when project is underway and ready to schedule inspections, please contact Tiffany Wright, Southwinds Property Manager, at (772) 279-5115.

Your signature below verifies that you have read and understand fully the terms and agree to manage your project, when approved, within the required construction period.

Signature of owner: _____ Unit #: _____

Print name of owner: _____

Owner – Please do not write below this line.

Architectural Review Decision

_____ Approved

_____ Approved with conditions

_____ Disapproved

Comments/Conditions to Approval:

ARC Signature: _____

Date: _____