

# **VREG Rules & Regulations**

## **CONDO UNIT REMODELING**

**No exterior modifications (e.g., exterior door replacements) may be made without explicit Board approval**

**Changes in electrical, plumbing, or other construction will require a permit from the City of Boynton Beach before beginning the work.**

**All work must be done by approved Licensed contractors with Workmen's Comp Insurance**

**Prior to start of work project the owner must:**

- 1) Notify the Board by submission of REQUEST FOR REVIEW FOR ARCHITECTURAL MODIFICATION using ACC Form**
- 2) Provide the Board with a deposit check of \$500 to cover any damage done to the elevator or the walkways:
  - The check will be returned to the owner upon Board confirmation of no damages**
  - Any damage caused during construction is the unit owner's responsibility****
- 3) Elevator pads (stored in the 4th floor storage room) should be hung to prevent any damage to the elevators**
- 4) Contractors must be licensed, have liability insurance and, workers compensation (if applicable)**
- 5) Contractors are required to obtain the necessary permits and certificates to complete work as required by governmental agencies, i.e., City of Boynton Beach, etc.**
- 6) Contractors may not park in "Owner" designated parking and must only park in "Guest" parking spaces**
- 7) Contractors may only park under portico for loading and unloading equipment and materials**
- 8) Work-related equipment must be kept within the condo unit and not left on the walkway, which must always remain clean and clear**
- 9) Unit owner is fully responsible for any damages and repair cost to VREG property**
- 10) Debris removal and clean-up of walkways and surrounding areas must be completed at the end of each workday**
- 11) Dumpsters are reserved for VREG owner's trash and not construction trash  
Contractors must take all trash/debris off-site with them.**

**Work hours requiring heavy tools for construction and remodeling (includes clean-up):**

**Monday-Friday: 8:00AM - 4:30PM**

**Saturday: 9:00AM-3:00PM**

**Sundays: No construction**

# VILLAGE ROYALE EMERALD GREEN COA, INC.

2600 NE ST Ln #300  
Boynton Beach, FL 33435

## REQUEST FOR REVIEW FOR ARCHITECTURAL MODIFICATION

Owners Name: \_\_\_\_\_

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

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Approval is hereby requested to make the following modification(s), alteration(s) to my unit as described below or on additional attached pages. Please include details such as description, materials, colors, design, locations, and other pertinent data. Attach a copy of vendor's license, liability insurance and workers compensation. Please also attach a drawing or a brochure if available.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand and will comply with the following:

- 1) If the modification(s) is not completed as approved, said approval can be revoked and the modification(s) will be required to be removed at the homeowner's expense.
- 2) That I will comply with **VREG'S RULES & REGULATIONS FOR CONDO UNIT REMODELING**
- 3) That I am responsible for paying for any repair and all damage done to common areas as a result of the installation or modification.
- 4) To comply with the state and county building codes and to obtain all necessary permits, if applicable.
- 5) To abide by the decision of the ACC and/or the Board of Directors.
- 6) That if the modification is not approved or does not comply, I/we may be subjected to Court action by the Association and that I/we shall be responsible for all reasonable Attorney's fees.
- 7) If the Association incurs an expense while considering the application with an outside Professional (i.e., licensed architect) the applicant will be responsible for said fee.
- 8) This review and approval shall be conducted according to the Association Documents.
- 9) I/we will be responsible for any costs of repair to any other units that may be damaged due to said work conducted.

\_\_\_\_\_  
Date of request

\_\_\_\_\_  
Signature of Homeowner(s)

**(Review and approval by three (3) Board Members required / Denial appeal requires COA Member review and quorum majority vote to override Board decision)**

**For Board use only**

- Project ( ) Approved ( ) Disapproved
- \$500 Deposit received ( )

**Signatures:**

Board Representative: \_\_\_\_\_

Owner: \_\_\_\_\_

Comments: \_\_\_\_\_

**Board Members Reviewed**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_