



Oceans Atrium
Condominium Association, Inc.

ALTERATION INSTRUCTIONS & GUIDELINES

**IF YOU ARE CONSIDERING RENOVATING YOUR UNIT AT OCEANS ATRIUM
CONDOMINIUM ASSOCIATION (OACA) YOU MUST RECEIVE BOARD
APPROVAL**

This form is intended to provide guidance and instructions to unit owners who are considering altering or renovating their unit.

1. *When is a permit required?*

Per Florida Building Code (102.2), “A permit shall apply to the construction, erection, alteration, modification, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every public and private building, structure or facility or floating residential structure, or any appurtenances connected or attached to such buildings, structures or facilities.”

CONTACT

**City of Daytona Beach Shores
Building & Codes Division
2990 S. Atlantic Avenue
Daytona Beach Shores, FL 32118
Attn: Cheryl Thibault 386-763-5371**

2. *When must a Unit Owner obtain board approval to remodel?*

To ensure the safety, security and quiet enjoyment of all OACA residents and their property, Owners must obtain written approval from the OACA Board of Directors BEFORE performing ANY non-emergency maintenance, repairs or replacements that may require ANY change to the physical appearance of their condominium unit other than painting.

This includes, but is not limited to, walls, cabinets, hot water heaters, a/c units, repairs to or relocation of any plumbing or electrical fixtures and the use of any heavy or noisy tools or equipment.

3. Where can I find an Alteration Application Form?

Alteration Application forms can easily be obtained at the association office, association website www.oceansatriumcondo.com or management website www.pinnacleam.com.

Fill out the form completely with Owner's signature.

Attach all copies of supporting documents including, but not limited to Contractors name, license, and insurance certificates (Liability, Worker's Compensation) and City of Daytona Beach Shores building permits, plans and drawings of proposed project.

When your application is complete, give it to the OACA Property Manager along with any supporting documentation to forward to the Board of Directors for approval.

You will be given a copy of the application when it is approved and should be available upon request. A copy will be maintained in the OA office.

Are there any guidelines to consider?

For your convenience, the following flooring applications have global approval and your application can be signed by a Board Member without waiting for approval at the next board meeting.

Carpet	All units on floors above the first require carpet padding. No permit needed.
Ceramic and Porcelain Tile	IS approved for units on floors above the first in all areas of the unit. Bathrooms require a waterproofing membrane under the flooring.
Hardwood & Laminate Wood	IS approved for all floors via the Alteration Form.
Vinyl & PVC Plank	IS approved for all floors via the Alteration Form und inspected underlayment requirements.
Cork Tile	IS approved for ALL units via the Alteration Form.
Balcony Floors	You may NOT alter your balcony in any way.

➤ **Air Conditioners, Hot Water Heaters, Windows, Doors and Storm Shutters:**

Replacement of unit air conditioners, hot water heaters, windows & doors and storm shutters must be done using an Alteration Form. Windows must be impact resistant and tinted for turtle compliance and specifications for windows, doors and storm shutters are currently pending.

➤ **OACA is a Post Tension Cable building. You may be required to have a Post Tension Cable study by an engineering firm at your expense when installing windows, sliders and shutters.**

5. What do I do with the items I remove and where do I clean up?

Construction debris can NOT be placed in the trash cans, dumpsters or the trash chute. It must be removed from the property by the owner or their workers. All debris left from your remodel projects must be removed and the common areas such as the garage, hallways, elevators and stairs cleaned daily by 5 p.m.

6. Where can my contractors store materials and set up their saws or other equipment and wash up from painting and grout application?

All work must be performed within the confines of the unit and its limited common areas. Any work that requires additional outdoor space must be coordinated through the Property Manager's Office. All walkways/hallways are to be clear of tools, equipment, furnishings and materials. Large amounts of leftover grout or paint should be removed from the property by the contractor where it can be allowed to harden and discarded in an environmentally safe manner. **NO MATERIAL MAY BE FLUSHED DOWN THE DRAINS NOR DISPOSED OF IN THE PLANTERS.**

7. Are there any restrictions to when I can have work performed?

All work must be performed when staff is available for emergencies, between 8:00 a.m. and 4:30 p.m. Monday through Friday. NO work is permitted on Sundays and holidays. **WORK ON SATURDAY MUST HAVE BOARD APPROVAL.**

8. What do I do when all work is complete?

When the job is finished the Owner must provide to management a Copy of the Building Permit with Inspector's approval signature or written notification in the case of flooring replacement.

Management and the Board of Directors thank you for your cooperation.

1. All alterations must conform to the Daytona Beach Shores building codes and regulations.
2. An alteration application must be submitted FOURTEEN (14) days prior to the proposed alteration date and must be approved before commencement of the alterations.
3. It is the responsibility of the Owner that all required permits and inspections from local government agencies are conducted and finalized.
4. It is the Unit Owner’s responsibility to confirm and verify that the contractors are properly licensed and insured.
5. A copy of the proposed contractor’s business license, certificate of liability insurance and certificate of worker’s compensation insurance of exemption will be required with proposed specification of the alteration for the Board of Directors to consider approval of the application.
6. It is the Unit owner’s responsibility to clean and repair and have the exterior of the building returned to original condition following all alterations.

FOLLOWING are excerpts from the Declaration of Condominium and Bylaws of Oceans Atrium Condominium Association, Inc. Please be sure to read and understand the restrictions on construction before contracting your alterations.

Section C. Alteration and improvement. Except as elsewhere provided, neither a unit owner nor the Association shall make any alteration in the portions of a unit that are to be maintained by the Association or remove any portion of them, or make any additions to them, or do anything that would jeopardize the safety or soundness of the apartment building including but not limited to, drilling, boring, cutting or sawing into the floor or ceiling of a unit, or impair any easement without first obtaining approval in writing of owners of all units in which the work is to be done and the owners of all units affected by the work to be done and the approval of the Board of Directors of the Association.

Section 3 – Use of Family Units – Internal Changes.

b. An owner, other than the Developer shall not make structural modifications or alterations in his unit or installations located therein except in the manner provided in the declaration and these bylaws.

I agree to abide by the Unit Alteration Instructions and Guidelines, Declaration of Condominium and Bylaws of the Oceans Atrium Condominium Association, Inc. and The City of Daytona Beach Shores Building Department Rules.

 Owner’s Signature _____
Date

 Owner’s Signature _____