

SOMERSET BAY CONDOMINIUM ASSOCIATION, INC.

c/o Elliott Merrill Community Management
835 20th Place, Vero Beach, FL 32960
Phone (772) 569-9853 ~ Fax (772) 569-4300
naomil@elliottmerrill.com

Architectural Request for Change

Committee Members: Jim Dunn, Francis Atchinson, Phil Joaquim, Charles Curt

Mission: Act as advisors to the Somerset Bay Board of Directors for architectural modifications to the interior and exterior of individual units. Ensure that the modification complies with any applicable specifications and attempt to determine if the modification is likely to interfere with maintenance or enjoyment of the common elements or adjacent units. The Board of Directors will make the final decision as to accept or reject the ARC recommendations.

Process: Owner must submit the completed Architectural Change Request with all supporting documents to Elliott Merrill Management, who will in turn forward the request to the Architectural Review Committee. Upon completion of their review, they will advise the Somerset Board of their recommendation. ARC request requires up to 45 days to process. *No work can commence until final approval is obtained and if required Permits are needed.*

EXTERIOR

Alterations, deletions, and attachments to the exterior of all buildings may not be made unless they have been reviewed by the Architectural Review Committee and approved by the Board of Directors. This includes, but is not limited to, screens and shutters.

INTERIOR

- The replacement of A/C unit requires an Architectural Review Committee form submission.
- All work done that requires a Building Permit in condos requires an Architectural Review Committee form submission.
- All flooring changes in condos require an Architectural Review Committee form submission.
- Any changes or removal of walls requires an Architectural Review Committee form submission.
- The Unit Owner is responsible for all construction activity in his/her unit including any damage to Association property and the compliance by all workers with the Regulations.
- Flooring Materials – Sound deadening materials are required according to the latest technology required/authorized by the Association. Unit Owners and contractors should request a copy of the Association's current sound deadening requirements.
- All trash and debris must be removed in a timely manner by contractors when dump trailer is full. Contractors are not permitted to use Association trash receptacles. Owners must ensure that their contractors take all reasonable precautions to prevent dust and debris from drifting to other units and their balconies or association grounds. Balconies are not to be flooded with water to clean them.
- Elevator weight limit – Owners shall ensure that their contractors adhere to the weight restrictions of the elevators. If unsure, please ASK.

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What does Not require an ARC

- The replacing of a toilet does not require an Architectural Review Committee form submission.
- Painting of interior walls and ceilings does NOT require an Architectural Review Committee form submission.
- Replacing faucets if there is no change in location does NOT require an Architectural Review Committee form submission.
- Replacing kitchen and bathroom cabinetry, if it does not move any electrical outlets or switches or plumbing fixtures, does NOT require an Architectural Review Committee form submission.
- The replacing of hot water heater does NOT require an Architectural Review Committee form submission.
- The replacing of appliances does NOT require an Architectural Review Committee form submission.
- The replacing of light fixtures, ceiling fans and chandeliers does NOT require an Architectural Review Committee form submission.

WHEN IN DOUBT FILL OUT THE ARCHITECTURAL REVIEW.

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Architectural Request for Change Form

Date Submitted: _____

Owner's Name: _____

Building and Unit Number: _____

Phone: _____ Email: _____

Mailing Address: _____

Description of Modification you are seeking approval for (If necessary, include diagrams):

Indicate with a check

() Yes, permit is required () No, permit is required

Owner/Contractor is responsible to verify permitting with Indian River County Building & Planning Division. Contact Information: (772) 226-1276 ext. 9 or (772) 226-1260 ext. 8

Contractor Information

Name: _____

Address: _____

Phone: _____ Email: _____

A copy of the contractor's license and proof of insurance and contact information must be submitted with this form.

PLEASE NOTE: Any damage to common elements or neighboring units caused by a contractor making modifications to an owner's unit WILL BE the responsibility of the unit owner who hired the contractor, and that unit owner will be responsible for the total cost of repairs. In addition, unit owners are responsible for ensuring that permits are obtained and closed out any time that the local government agency having jurisdiction requires permits for the work being performed in the owner's unit.

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The undersigned applicant acknowledges that the Association, including its Architectural Review Committee and Board of Directors: (1) does not evaluate, guarantee, or warranty the safety, suitability, fitness for use, or compliance with building codes of any modification that may receive the Association's approval and (2) makes no representations whatsoever as to the reputation or capabilities of the contractor who has been selected or as to the quality of the materials that will be used. The undersigned applicant further acknowledges that the Association's review is limited in scope and is performed by volunteers who likely have no construction expertise. Accordingly, the undersigned applicant releases the Association, including the members of its Architectural Review Committee and Board of Directors, from all claims arising from a modification that was approved by the Association. Furthermore, the undersigned applicant acknowledges that any approved modification may need to be removed after it has been installed if it is later determined by qualified persons that the modification interferes with the maintenance or reconstruction of the common elements or other units. Lastly, the undersigned applicant acknowledges that any work performed in the unit in connection with a modification that has been approved by the Association must comply with applicable building codes, and the undersigned applicant shall indemnify the Association for costs, expenses, repairs, leaks, hazards, casualties, injuries, damages, and/or liabilities that may result from work performed in the unit that does not comply with the building code that is in effect on the date that the work was performed.

Any damage to common elements or neighboring units caused by a contractor making modifications to an owner's unit WILL BE the responsibility of the unit owner who hired the contractor, and that unit owner will be responsible for the total cost of repairs. In addition, unit owners are responsible for ensuring that permits are obtained and closed out any time that the local government agency having jurisdiction requires permits for the work being performed in the owner's unit.

Applicant's Signature

Date

ARC Request Review (Office Use Only)

Date Received: _____

[] APPROVE [] DISAPPROVED

*Signature of
Chairman*

If Permit Required Must Be submitted to ARC and EM

Comments: _____

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Contractor Requirements / Site Insurance Requirements

Workers' Compensation Insurance

- Bodily Injury by Accident - \$1,000,000.00 Each Accident and Each Employee
- Construction Industry Exemption - If a contractor has Workers' Comp Exemption, they must show proof of exemption certificate from the State of Florida.

General Liability Insurance

- Bodily and Property Damage combined must be \$1,000,000.00 Each Accident.

The following must appear on the Certificate of Insurance as added insured before work can begin:

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Document Requirements

- Copy of General Contractors License
- Copy of Sub-Contractors Insurances
- Copy of Permit as well as Sub-Contractors permits
- Copy of Notice of Commencement

Contractor Protocol

- The GC and Subs must check-in at the gatehouse who will notify Maintenance Supervisor daily.
- Working hours are from 8:00 a.m. to 4:00 p.m. Monday-Friday. (this rule is monitored closely).
- NO WORKING ON WEEKENDS!
- The Management office must be notified of all deliveries 24 hours in advance.
- Loading/unloading is allowed near the entry doors.
- NO dumpsters are allowed to be placed on the property. NO Dumping of construction debris in the Condo dumpsters. You must plan to haul all waste.
- NO Porta-potties allowed to be placed on the property.
- NO drilling, chipping, or cutting into the unit's concrete walls, floors, or ceiling is allowed without permission from the Association and its engineers.
- TILE INSTALLATION LOCATIONS MUST BE APPROVED BY THE ASSOCIATION!
- You must take measures to protect the Elevators. Protective blankets for the elevators must be used and are available from the onsite staff.

Construction Requirements

- Underlayment required is Proflex 90 with ratings of IIC=68 and STC=72. Contractors MUST allow on-site staff to inspect underlayment during installation. This inspection IS REQUIRED.

Contractor: _____

Contract Email: _____

Contractor Phone #: _____