

## **PORPOISE BAY VILLAS**

### **Construction & Renovation Process Overview, Request Form and Completion Form**

#### **Process Overview**

Porpoise Bay has a three step process for construction or renovation:

1. In order to begin the construction or renovation, please review Porpoise Bay's By-Laws and then complete a Construction & Renovation Request Form.
2. Once the work is approved via the review process outlined in the Request Form, a written (email) confirmation will be returned to you from Elliott Merrill. You may then begin the construction or renovation as outlined in your Request Form.
3. In order to conclude the construction or renovation, supply pictures to document the completion and attest in writing via the Completion Form that the work was completed as described in the Request Form and in accordance with the Porpoise Bay By-Laws.

#### **Construction & Renovation Request Form**

*{see below -- two pages}*

#### **Construction & Renovation Completion Form**

*{see below -- one page}*

If you have any questions, contact Elliott Merrill via [<jonnas@elliottmerrill.com>](mailto:jonnas@elliottmerrill.com).

## PORPOISE BAY VILLAS

### **Construction & Renovation Process Overview, Request Form and Completion Form**

#### **Construction & Renovation Request Form**

After reading the Process Overview and the By-Laws, the next step toward construction or renovation approval is to supply Elliott Merrill and the Porpoise Bay Building & Roads Committee with this Construction & Renovation Request Form. Please submit the Form to Elliott Merrill via <[jonnas@elliottmerrill.com](mailto:jonnas@elliottmerrill.com)>. The general timeline for a response from Elliott Merrill and the Committee is one to two weeks though any needed follow-up may require additional time.

By signing this Request Form:

- You acknowledge the Construction & Renovation Process. You assure that no work will commence until after your request has been approved by the Porpoise Bay Building & Roads Committee, that work will only be done between May 1<sup>st</sup> and December 31<sup>st</sup> and will comply with the Porpoise Bay By-Laws.
- The engineering/architectural design plans you submit must show that your work will not remove supporting beams nor supporting walls nor damage the strength / integrity of the existing unit nor the surrounding units/property in any way. Drawings and specifications plans need to be provided to show any material changes to the unit. For patios, a diagram of any proposed patio work showing the size and position relative to the building must be enclosed along with a written confirmation that the patio (including any border/edging and additional patio stones/blocks) will conform including with the size, color and border standards. It is strongly recommended that wood not be used for any exterior purpose.
- For window and/or door requests, supply plans showing specific window/door specs including sizes, materials and color. New windows/doors must have appropriate trim in line with the color of your phase/area. Both mullions and windows must have the same pattern, size, color, shading/hue and number of panes as those that will be removed so that windows, doors, sliders and trim are consistent with neighboring units. It is your responsibility to ensure what is installed is in compliance, and failure to comply may result in the windows and/or doors having to be removed then replaced at your expense.
- Details of any floor changes, especially raising the enclosed porch to be level with the living room floor, must be included so that the Committee can review. When this floor is raised, the size of the sliding doors and windows surrounding the floor require special planning. If you are installing new doors and placing them on the new raised floor, the headers and ideally footers must match those of the neighboring units.
- All required permits, including building, electrical, HVAC and plumbing, as well as proper certificates of insurance must be provided along with this form and prior to construction or renovation.
- If the scope needs to change during a project, contact Elliott Merrill; a new form may be required.
- You acknowledge that no changes to the grounds / property of Porpoise Bay (including but not limited to irrigation, pavers / concrete, landscaping, gutters and structures) are allowed without written request and corresponding written approval from the Building & Roads Committee. If any impacts are created, you agree to promptly disclose those to Elliott Merrill and remediate those at your expense. You agree you are responsible for any and all damages caused by your contractors as well as any and all costs Porpoise Bay incurs addressing issues created by you and/or your contractors.
- You, the owner, agree that any changes, alterations or improvements made by you will be done at your sole cost and expense and you will assume full responsibility and liability for any loss or damage caused by your activities. You agree that you are solely responsible for any loss or injury suffered by anyone, including you, as a result of these activities. You agree to indemnify and hold harmless The Porpoise Bay Villas Association and other unit owners, for any loss, damage or claims made by others for any liability incurred in connection with your activities hereunder.
- You, the owner, further agree to complete the project in a good and workmanlike manner, in a timely fashion, with as little negative impact on other owners and occupants as is reasonably feasible. It is your responsibility to ensure all applicable building codes are met.
- If you have any questions or anything is unclear, it is your responsibility as the owner to address before any work commences.
- You acknowledge that you are required to follow Step 3 (see overview of Step 3 above + the Completion Form below).

*{Request Form is continued on the next page}*

**PORPOISE BAY VILLAS**

**Construction & Renovation Process Overview, Request Form and Completion Form**

Provide an accurate and complete description of the proposed construction or renovation (if more space is needed, attach a separate sheet):

---

---

---

---

---

---

---

Company doing the work: \_\_\_\_\_ (Must provide Certificate of Liability Insurance)

Please send drawings, estimate or pictures to show size, color dimensions that the board may need for approval.

**Signature of Homeowner:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

---

**For Elliott Merrill & Association Use**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date: \_\_\_\_\_

## PORPOISE BAY VILLAS

### Construction & Renovation Process Overview, Request Form and Completion Form

#### Construction & Renovation Completion Form

In order to conclude the construction or renovation, supply pictures to document the completion via email to Elliott Merrill via <[jonnas@elliottmerrill.com](mailto:jonnas@elliottmerrill.com)>. The pictures must truthfully and fully document the work that was completed.

In addition, by signing this Completion Form, you attest that the work was completed as described in the associated, approved Request Form and in accordance with the Porpoise Bay By-Laws. This signed Completion Form must accompany the pictures in the email that is sent to Elliott Merrill.

By signing this Form:

- All work was completed in a good and workmanlike manner. All applicable codes were met.
- You continue to have full responsibility and liability for any loss or damage caused.
- You confirm that any unapproved changes to the grounds/property of Porpoise Bay (including but not limited to irrigation, pavers / concrete, landscaping, gutters and structures) were disclosed to Elliott Merrill and remediated at your expense. If any non-conforming construction and/or renovation is discovered, remediation at your sole expense will be required.

**Signature of Homeowner:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

---

**For Elliott Merrill & Association Use**

Pictures Received \_\_\_\_\_

Signed Completion Form Received \_\_\_\_\_

Date: \_\_\_\_\_