



# Aventi at Aventura Condominium Association, Inc.

2901 NE 185 Street Aventura, FL 33180

Ph. 786-787-0597 Email: [manager@aventiaventuracondo.com](mailto:manager@aventiaventuracondo.com)

[www.aventiaventuracondo.com](http://www.aventiaventuracondo.com)

---

## ARCHITECTURAL MODIFICATION REQUEST FORM

### Check List:

- Vendor information & Insurance certificate
- Completed form signed by unit owner
- Detailed description of proposed work
- Sample of sound proofing material (if applicable to request)
- Signed rules

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

Building & Unit #: \_\_\_\_\_

Submitted on: \_\_\_\_\_

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

2901 NE 185 Street Aventura, FL 33180

Ph. 786-787-0597

[manager@aventiaventuracondo.com](mailto:manager@aventiaventuracondo.com)

[www.aventiaventuracondo.com](http://www.aventiaventuracondo.com)



**THE FOLLOWING MODIFICATIONS HAVE BEEN CONFIRMED WITH  
THE CITY OF AVENTURA AS REQUIRING A CITY PERMIT**

1. Changing of floor covering
  - a. In living space and corridor above first level (carpet excluded).
2. Changing out of bathtub, vanity, or toilet or installing new shower where one did not previously exist (repairs of toilet mechanism excluded)
3. Changing of cabinetry (kitchen or bath)
4. Opening new doorways etc. where one did not previously exist.
5. No permit is needed for replacement of appliances if the location remains the same and no new electric or plumbing needs to be done.
6. Window replacement
7. Screen enclosure (balcony)
8. Work modifying and replacing a building's existing structure/layout in any way:
  - a. Flooring;
  - b. Any electrical work, including installation of ceiling fans;
  - c. Replacement of an air conditioner unit;
  - d. Installation of a water heater;
  - e. Changing a toilet or a sink fixture;
  - f. Kitchen Cabinets, which required the reinstallation of plumbing fixtures and/or electrical outlets or which changes the configuration of the existing kitchen;
  - g. General maintenance and repairs exceeding \$500 in labor and materials.

ALWAYS CHECK WITH THE CITY OF AVENTURA IF A PERMIT IS NEEDED BEFORE APPLYING FOR AN APPROVAL FROM THE BOARD FOR YOUR PROJECT. APPROVAL WILL NOT BE GRANTED FOR ANY PROJECT THAT IS KNOWN TO NEED A PERMIT IF FORM IS NOT ACCOMPANIED WITH CITY PERMIT.

**IT IS THE OWNERS RESPONSIBILITY TO INQUIRE WITH THE CITY REGARDING PERMIT A PERMIT BEFORE ANY WORK BEGINS. IF A PERMIT IS NOT OBTAINED AND THE CITY CITES THE PROJECT ANY FINES INCURRED WILL BE THE RESPONSIBILITY OF THE UNIT OWNER.**

2901 NE 185 Street Aventura, FL 33180  
Ph. 786-787-0597  
[manager@aventiaventuracondo.com](mailto:manager@aventiaventuracondo.com)  
[www.aventiaventuracondo.com](http://www.aventiaventuracondo.com)



## PROSPECTIVE VENDOR, CONTRACTOR & SERVICE PROVIDER

Before we can authorize the use of your company's services, we must obtain current information about your company. Please complete these forms and return them.

### **INSURANCE/ FORMS:**

You must provide us with a Certificate of Liability of Insurance verifying that you/ your firm maintains a minimum of \$500,000.00 General Liability and Workers Compensation listing the association as additionally insured in the certificate holder with the following:

Aventi at Aventura Condominium Association Inc.  
2901 NE 185 Street  
Aventura, FL 33180

A completed W-9 is required for taxpayer identification.

### **VENDOR INFORMATION:**

Legal Name of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Individual       Corporation       Partnership      Other \_\_\_\_\_

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

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

2901 NE 185 Street Aventura, FL 33180  
Ph. 786-787-0597  
[manager@aventiaventuracondo.com](mailto:manager@aventiaventuracondo.com)  
[www.aventiaventuracondo.com](http://www.aventiaventuracondo.com)



## REMODELING AND ALTERATIONS

The Rules and Regulations are part of your Condominium Documents. The Board of Directors is responsible for enforcing the Rules and Regulations and appreciates the cooperation of all homeowners and residents in ensuring full compliance, particularly with regards to remodeling and alterations of individual units. These Rules and Regulations include, but are not limited to, the following:

Unit owners planning to remodel the interior of their units must inform the Association prior to beginning the project. An Architectural Modification Form must be completed by the unit owner and returned to the Management Office BEFORE any work is started (SEE ATTACHED).

Any and all alteration, remodeling or modifications to the interior of the units must have prior written approval from the Board and, if required, proper permits must be obtained. Any and all such work involving hammering or pounding noise must be done solely between the hours of 8:00 am to 6:00 pm Monday through Friday, and Saturday between the hours of 11:00 am to 6:00 am.

Remodeling or alterations to the exterior of the units (including patios and balconies) are not allowed. BALCONY FLOORS CANNOT BE TILED OR MODIFIED IN ANY WAY.

Building and unit numbers, front entry doors and hardware, shall not be removed by Unit Owners.

Attachments to the exterior walls, windows, railings or roof will not be allowed.

Contractors or unit owners cannot use hallways or common areas as work areas or to setup equipment.

No parking will be allowed on the grass, street or blocking the entryways. Contractors must use Owner's driveway or guest parking.

Contractors must coordinate with the Property Manager prior to closing any water valves or performing any electrical or plumbing work that could affect other units.

Contractors and owners are responsible for removing construction debris away from the property. The large dumpsters on the property shall not be used by contractors or unit owners to dispose of any construction materials, cabinets, appliances, etc. They must be removed outside of this property.

2901 NE 185 Street Aventura, FL 33180

Ph. 786-787-0597

[manager@aventiaventuracondo.com](mailto:manager@aventiaventuracondo.com)

[www.aventiaventuracondo.com](http://www.aventiaventuracondo.com)



## MOVING OF FURNITURE AND/OR MATERIALS

No unit owner may schedule the moving of furniture into or out of the building(s) unless the move has been previously scheduled with the Association through the Management office. Moving hours will be limited to Monday through Friday between 9:00 am and 5:00 pm and Saturday between 9:00 am and 1:00 pm.

PLEASE REVIEW THE ASSOCIATION RULES AND REGULATIONS. REMEMBER THAT THE ENFORCEMENT OF THESE RULES IS BENEFICIAL TO ALL OWNERS BY PRESENTING THE VALUE OF OUR PROPERTY AND ENHANCING OUR COMMUNITY.

I have read, understood and agree to all terms and conditions stated above.

Name: \_\_\_\_\_ Building & Unit Number: \_\_\_\_\_

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

2901 NE 185 Street Aventura, FL 33180  
Ph. 786-787-0597  
[manager@aventiaventuracondo.com](mailto:manager@aventiaventuracondo.com)  
[www.aventiaventuracondo.com](http://www.aventiaventuracondo.com)



## OWNER AGREEMENT

Owner Name: \_\_\_\_\_ Building & Unit#: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_

Email: \_\_\_\_\_

Contractors Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Approval is hereby requested to make the following modification(s), alteration(s), or addition(s) as described below, or on additional attached pages as necessary.

In order for the Association to properly review your request, you must include such details as the dimensions, materials, colors, design, location, pictures, and any other pertinent data. Please SUBMIT A DETAILED description of your modification along with drawings and/or plans. **Copies of Contractor's license and current certificate of insurance, listing the Association as an additional insured must be provided prior to commencement of any work.**

**CERAMIC TILES AND/OR HARDWOOD FLOORS REQUIRE INSTALLATION OF ADEQUATE SOUNDPROOF MATERIAL (UNDERNEATH) SAMPLE OF EXACT MATERIAL TO BE USED MUST BE PROVIDED ALONG WITH THIS APPLICATION.**

Owner's Affidavit:

1. I have read the covenants and restrictions of the Association and agree to abide by same.
2. I agree not to proceed with any changes, improvements, modifications, until I/we receive the prior written consent of the Board of Directors.
3. I agree that if the modifications are not completed as approved, said approval can be revoked and the modification removed at owner's expense.
4. I will in no way alter, modify or cause damage to any common areas or common structures, including Limited Common Elements. I agree that I shall be wholly and fully liable and responsible for any and all damage done to common areas as a result of the modification.
5. I agree to abide by the decision of the Board of Directors and/or Architectural Committee.
6. I agree to comply with State, County, and City building and electrical codes.
7. I agree to obtain all necessary permits (if applicable) and provide same to Board of Directors and/or Architectural Committee.

2901 NE 185 Street Aventura, FL 33180  
Ph. 786-787-0597  
[manager@aventiaventuracondo.com](mailto:manager@aventiaventuracondo.com)  
[www.aventiaventuracondo.com](http://www.aventiaventuracondo.com)



