

INTERNATIONAL BEACH CLUB CONDOMINIUM ASSOCIATION, INC

d/b/a Fountain Beach Resort

313 S. Atlantic Ave.

Daytona Beach, FL 32118

UNIT RENOVATION PROPOSAL APPLICATION

(Please type or print legibly.)

Date: _____

Unit #: _____

Current Unit Drawing Attached Y N

Proposed Drawing with Changes Attached Y N

Owner Name: _____ Phone #: _____

Email: _____

Insurance Carrier & Phone#: _____

Dear FBR Owner,

Thank you for updating your unit and taking pride in the Fountain Beach Resort.

Depending on the type of update you are planning, it may or may not require the approval of the Board of Directors. Please see the below chart as a general guideline. This chart does not cover all types of renovations but is to be used as a general guideline. If in doubt, please SUBMIT YOUR REQUEST.

Detailed description of the scope of work to be performed: _____

COMPLETE THE FOLLOWING INFORMATION AS IT PERTAINS TO YOUR PROJECT:

General Contractor Name: _____ Phone #: _____

License #: _____ Insurance Carrier: _____ Phone #: _____

Plumbing Contractor Name: _____ Phone #: _____

License #: _____ Insurance Carrier: _____ Phone #: _____

Electrical Contractor Name: _____ Phone #: _____

License #: _____ Insurance Carrier: _____ Phone #: _____

Window Contractor Name: _____ Phone #: _____

License #: _____ Insurance Carrier: _____ Phone #: _____

Flooring Contractor Name: _____ Phone #: _____

License #: _____ Insurance Carrier: _____ Phone #: _____

Other Contractor Name: _____ Phone #: _____

License #: _____ Insurance Carrier: _____ Phone #: _____

Please attach a drawing as your unit is laid out currently. Also, attach a second drawing to show your planned renovations. (You may also submit up to 10 pictures of the current condition.)
STEPS by the Board of Directors and/or CAM:

- o After submittal to PMD (CAM for the IBCCA), they will record the date submitted and forward to the board and the room renovations committee for review.
- o The board and committee will review the renovation proposal, after which they will either ask for changes to be resubmitted, or they will set the item for approval at the next board meeting.

AFTER APPROVAL

- o Owner must notify the board of the project start date.
- o Board member(s) or committee member(s) will make several unannounced inspections.
- o Owner must notify the board the date that the project is completed. Owner to send up to 10 photos of completed project.
- o Board member(s) will do a final inspection.

Also, please be mindful of the following regulations:

1. If you plan to remove and replace any perimeter walls and/or ceiling, please do not extend **any** part of the wall or ceiling into the dead space. An example of this would be a recessed shelf in a shower or raising the height of the ceiling.
2. All flooring must have a soundproof barrier.
3. When painting, please be mindful of the fire sprinkler system, and avoid any paint on the sprinkler heads and trim rings.
4. No built-in cook stoves, convection ovens or ovens are allowed in any single units. Double units are permitted to have stoves and/or ovens **ONLY** if they currently exist.
5. If plumbing is part of your renovation, you must use a licensed and insured plumber. If the plumbing change/repair requires the water to be shut off, then this **must be scheduled** with the General Manager with a specific date and time limit. The information as to the day and time needs to be posted since this affects all those in the building. Because the building does not have separate water shutoff valves, the water for the entire building must be shut off. This not only affects the individual units but includes the restaurant, bar, and housekeeping laundry. The shut-off will be limited to a maximum of two hours and must be scheduled during low usage times. If desired, the board can provide you with a name of a local plumbing company that is very familiar with our building.

6. If electrical work is planned, a licensed and insured electrician must do the work. If desired, the board can provide you with the name of the local electrician that is very familiar with our building.
7. Renovation work must be performed between the hours of 10AM to 5PM.
8. In order to not overload the elevators, any heavy building material should be divided into lighter loads and brought to the unit in several trips.
9. Any large building material from your unit **MUST** be disposed of off-site by the owner or contractor at time of removal. If additional mess is made during the remodel and it causes extra work for either the house keepers and/or staff to maintain clean common areas including the hallways, owners will be billed accordingly.
10. Names of companies who have worked on other units in the building can be obtained on the FBR web site in the Owners tab.
11. In order to keep better uniformity with the rest of the property, if you replace the balcony door it must be white fiberglass smooth panel. If you replace your windows they must be hurricane & turtle compliant with no pane inserts.
12. **Type of building material that must be used:**
 - o 5/8 inch fire rated drywall.
 - o In wet areas prefer concrete board but green/blue board is acceptable.
 - o Soundproofing underlayment for ALL floor materials.
 - o PVC drywall corner bead. (rust proof)
 - o Toilets and sinks must have shutoff valves installed if any are being affected during the project.
 - o Tubs/Showers must have shutoff valves and service valves installed if the shower valve is being replaced.
 - o DEFINITION of Shutoff Valve: Turn off water to a fixture. Examples: sink faucet, toilet, and tub/shower valve.
 - o DEFINITION of Service Valve: These are attached to the tub/shower valve to allow repair without having to turn the water off at the shutoff valve. This also prevents the need to open a wall to access the shutoff valve.

TYPE OF UPDATE	Needs Board Approval	Board Approval Not Necessary	Needs Licensed Contractor i.e. Plumbing & Electrical
Furniture & Décor ONLY		X	
Interior Painting		X	
Replace Carpet w/carpet		X	
Install tile and/or vinyl flooring	X		
Remove range hood	X		X
Replace toilet	X		X
Replace vanity	X		X
Replace tub OR convert to Shower	X		X
Replace kitchen sink	X		X
Anything involving plumbing	X		X
Anything involving electrical, including but not limited to; switches, outlets, and light fixtures.	X		X
Replacing, removing, or adding ANY area of wall	X		X

Your renovation plan and drawings are to be submitted to PMD. Please allow 45 days for Board approval. You must have the signed approval of the Board of Directors BEFORE STARTING your renovation.

By signing this Renovation Proposal, I hereby state that I have read and understand the above regulations and will abide by the regulations. In addition, I hereby agree to all restrictions in Section 35 of the IBCCA Rules and Regulations.

_____. Owner
Received by PMD on _____

This Renovation Proposal is hereby approved by the Board of Directors,

Date Board Member