

## UNIT MODIFICATION POLICY

WHEREAS the Board of Directors of the Association is charged, pursuant to Section 4.4 of the BYLAWS; "The Directors shall enact. . . .policies and resolutions pertaining to the operation of the Association; and

WHEREAS from time to time unit owners request to modify their unit and procedures are needed in order to comply with City, County codes which in turn protect the integrity of the building and the safety of all owners; and

WHEREAS the Board deems it to be in the best interests of the Association to adopt a uniform and systematic procedure regarding the modification of units, and further believes it to be in the best interests of the Association to refer these procedures; and

WHEREAS there is a need for a clear and consistent enforcement policy governing all owners and the board,

NOW THEREFORE, BE IT RESOLVED that the board will enact the following covenant enforcement policy as will be responsible.

Crescent Royale condominium owners historically have taken great pride in their units and have regularly updated and renovated them. The Association encourages the continued improvement of all units as the value of the entire complex is increased with these individual investments.

While encouraging unit improvements, the Association has a responsibility to ensure that changes to units are consistent with the overall Crescent Royale standards and interests. The Crescent Royale Declaration of Condominium Section 8.6 (Page 11) specifically requires that owners must obtain consent from the Crescent Royale Board of Directors prior to unit alterations or modifications.

Key points of Section 8.6 include:

- No owner may make any modifications or alterations to his/her unit, or make any structural change within the unit interior without first obtaining the written consent of the Board of Directors.
- Consent shall be denied if the Board determines that the proposed modifications or alterations would adversely affect, or in any manner be detrimental to the condominium.

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- The Board may, where appropriate, require sealed plans from an architect or professional engineer.
- Considerations may include: appearance, compatibility with architecture in Crescent Royale Condominium, the quality of the proposed alteration, objections of neighboring residents, and such other criteria as the Board may reasonably adopt.
- Contractors selected to do the work must be licensed and insured and must complete a Contractor's Scope of Work Form (Sample attached) and adhere to Contractor Work Regulations (Sample attached). A list of Crescent Royale experienced contractors can be obtained in the CR office if desired.

To help owners comply with these requirements the Board has issued the following guidelines that are consistent with the Declaration of Condominium Sections 8.0-8.10.

### NO APPROVAL NECESSARY

1. Owners may make the following changes **without** Board approval:
  - INTERIOR: Furnishings, interior window coverings, light fixtures, interior and lanai ceiling fans, appliances, carpet replacement and modifications to closets such as adding shelving or incorporating a locked owner's closet.
  - PAINT: Interior painting of all walls, interior doors and all interior trim.
2. Owners **must abide by the following Association policies designed to ensure consistency** from an exterior view of the complex:
  - DOORS: The exterior unit doors should not be painted or modified by the owner. The Association is responsible for the painting and upkeep of the exterior solid doors and may paint them when it is painting the entire buildings. An owner may request that the Association staff paint the doors in between scheduled painting for a flat fee as established by the Association.
  - The lanai walls should not be painted by the unit owner. The Association assumes responsibility for the painting of the lanais and the upkeep of the lanai screens.
  - MATS: Owners who choose to have welcome mats outside their unit doors must purchase special CR monogrammed mats from the Association. No other mats are to be

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used after December 31, 2017. (See CR office for purchase). **(tabled pending additional information. Jennie to manage).**

- SCREEN DOORS: Owners who choose to have storm/screen doors outside their units must install an Association approved model. Owners with existing storm/screen doors outside of this approved model will have 5 years (until December 31, 2022) to replace their storm/screen doors with the approved model. See Approved Screen Door Model Document (document is available from CR office and on the CR Website's CONDO Member's Page).

### APPROVAL NEEDED

3. Owners **must get prior Board approval** for the following:

- FLOOR: The installation of new flooring within the units and on the lanai floors. Note that any installation of a hard surface flooring (tile, vinyl or wood) must include a noise reduction underlayment except for those units on the ground floor. See document: Specifications for Hard Surface Flooring. (document is available from CR Office and on the CR Website's CONDO Member's Page). **Note that all furniture place directly on hard surface floors must have felt or soft glides for noise free operation when not placed on area rugs.**
- CARPET: The installation of carpeting in areas not previously carpeted.
- INTERIOR CONFIGURATION: The removal or addition of any internal walls or ceilings. (Note, that removal of wall or ceiling material may require asbestos testing and possible remediation, if warranted, at the owner's cost).
  - A replacement or change in the configuration of kitchen cabinets or countertops or the modification or replacement of bathroom cabinets, countertops, showers, tubs and sinks. Note: It is required to coordinate any plumbing work with the CR maintenance staff to ensure that the Association's "stacks" and owned plumbing can also be addressed while the lines are exposed.
- SLIDING GLASS DOORS: Replacement of interior lanai sliding doors (the doors separating the lanai from the interior living space of the unit). Note that all new lanai doors must meet hurricane grade standards according to all state and local codes.
  - As per Board of Directors decision of 2015 no hurricane strength doors are permitted to be installed on the exterior slab edges of the lanais.

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- Unit Owners requesting to replace existing exterior lanai enclosures with acrylic door sliders (a like-for-like replacement) may do so with the following conditions:
  - Before the work begins the Association office receives a Sarasota County Building Permit and an executed copy of the Contractor's Regulation Agreement.
  - The installation is in compliance with the Guidelines for Sliding Glass Door Track Installation on Private Balconies Procedure (document is available from CR office and on the CR website's CONDO Member's Page).
  - The office is notified in advance of the work commence date so as to coordinate the replacement of the lanai screens.
4. The Association is responsible for the maintenance and/or replacement of all exterior windows (except sliding glass doors) and the solid front unit door, the lanai railings and screens, and the painting of the lanai walls, exterior windows and walls, and the exterior of each unit's front door.

Once a unit modification request is approved by the Board, the owner is responsible to ensure the contractors selected to do the work are properly licensed and insured as required by Sarasota County Building Regulations. It is recommended that the contractors selected also have worker's compensation insurance. Owners should direct their selected contractors to complete a Contractor's Scope of Work Form. Contractors must review and adhere to Contractor Work Regulations and complete a Contractor's Regulation Agreement and deliver it to the CR office. Work Permits from Sarasota County must be obtained if required. Refer to Sarasota County When Do I Need a Work Permit. (All forms and documents are available from CR office and on the CR Website CONDO Member's Page). A list of Crescent Royale vetted and experienced contractors can be obtained in the CR office if desired.

### **Process for submitting a Request for Approval**

When submitting a request for approval of a modification of an individual unit an owner is to fill out the Owner Request to Board to Modify Unit Form. (Forms are available in the CR office and on CR Website's CONDO Member's Page). Deliver the completed form to the CR office for submission to the Board of Directors for review. The request will be added to the agenda for consideration at the

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next scheduled Board meeting. The owner will be notified by a member of the Board of Directors of the outcome of the Board's decision.

### FORMS:

Contractors Work Regulation UM-112	Contractors Scope of Work UM-113	Regulation Agreement Conformation UM-114
Request to Modify Unit UM-115	Approved Screen Door Model UM- 116	Laying Tile UM-117
Installation of Hard Surfaces UM-118	Guidelines for Sliding Glass Doors UM-119	When Do I Need a Permit?

\*\*This policy precedes any other policy regarding Unit Modification.

BE IT FURTHER RESOLVED that a copy of this resolution shall be available to all unit owners via mail and also posted in the owner section of the Association's website, crescentroyale.com

This resolution was adopted by the Board of Directors on this \_\_\_\_ day of \_\_\_\_\_, 2017, and shall be effective on an even date herewith.

IN WITNESS WHEREOF, the undersigned has hereunto affixed his hand and the seal of the Association this \_\_\_\_ day of \_\_\_\_\_, 2017.

CRESCENT ROYALE ASSOCIATION, INC., a not-for-profit  
Florida Corporation

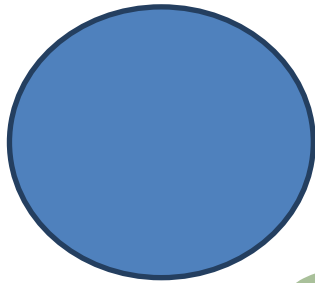
By: \_\_\_\_\_  
Joseph Marinelli, President

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### CERTIFICATE

The undersigned hereby certifies that he is the Secretary of Crescent Royale Association, Inc., a corporation organized and existing under the laws of the State of Florida; that the foregoing is true and correct copy of a resolution adopted at a meeting of the Board of Directors of said corporation held on this \_\_\_\_ day of \_\_\_\_\_, 2017, at which meeting a quorum was at all times present and acting; that the passage of said resolution was in all respects legal; and that said resolution is in full force and effect.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017.



CORPORATE SEAL

CRESCENT ROYALE CONDOMINIUM ASSOCIATION, INC. a  
not-for-profit Florida Corporation

By: \_\_\_\_\_  
John Spoeri, Secretary