

JETTY VILLAS ASSOCIATION, INC.

Construction and Alteration Guidelines

Effective November 1, 2018

1. An Application for Alterations must be submitted to Sunstate Management, reviewed by the Architectural Review Committee (ARC), and approved by the JVA Board of Directors before making any alterations to a unit. A detailed description and drawing with specific dimensions of the alterations must be attached to the application, along with a signed copy of these guidelines. An "alteration" is any work affecting exterior walls, interior load-bearing walls, roof of a unit, or a common element (for example, a patio).
2. An alteration affecting a common element also requires approval by two-thirds of the total voting interest of the Association.
3. Contractors working on approved projects must provide evidence of a license and proper liability and workmen's compensation insurance to Sunstate Management and the JVA Board of Directors before the start of a project. Failure to submit this information can result in suspension of the job and removal of the workers from the property.
4. Contractors must provide an estimated timeframe of the project from initial start to final completion date and advise of any delays affecting completion of project.
5. Construction or repair work is deemed reasonable when conducted between the hours of 8:00 am and 5:00 pm except Sundays and holidays. Unit owners shall make every effort to ensure the work is performed during the period May through September. Start-up of construction may be terminated if completion will not occur by the end of September.
6. Contractors are responsible for the removal of debris and trash from the Jetty Villas grounds on a daily basis. Debris must not be left in or around the association dumpsters.
7. Any changes to an approved alteration must be re-submitted for further approval.
8. Emergency construction or repairs as deemed necessary by the JVA Board of Directors may be done anytime.

I have read and accept responsibility for the contractors doing the work and for adherence to these guidelines.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_

Adopted by the Board of Directors of the Jetty Villas Association on October 25, 2018