

GRENELEFE ASSOCIATION OF CONDOMINIUM OWNERS NO. 1, INC.  
APPLICATION TO CHANGE MEMBERSHIP-APPROVED  
ITEMS OF THE COMMON ELEMENT  
(Revised June 2015)

(This application is to be used to install screens/storm doors, entry doors and hardware, patio/porch doors and screening of patios/porches.)

DATE \_\_\_\_\_

OWNER NAME \_\_\_\_\_

OWNER MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

UNIT NUMBER \_\_\_\_\_

Describe the proposed changes or additions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

**General Requirements:**

1. I agree that all work shall be performed by a licensed contractor, (license number \_\_\_\_\_), unless waived by the Design Review Committee.
2. No work or commitment of work will be made by me until I have received written approval from the Design Review Committee.

3. All work will be done at my expense, and all future upkeep will remain at my expense.
4. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work. I also agree to provide the Association with a Certificate of Insurance, naming the Association as an additional insured, as proof of the contractor's liability, auto, and workers' compensation coverage.
5. I agree that the work must be completed within the approved construction time frame and must be done in a way that does not unreasonably interfere with or inconvenience other unit owners. Failure to meet the completion date may subject me to a fine of \$50 per day until the work is completed satisfactorily.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for removing in a timely manner any debris resulting from construction.
8. I will be responsible for complying with and will comply with all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Association, its Board of Directors, its agents, and the committee have no responsibility with respect to such compliance, and that the Board of Directors or its designated committee's approval of this request shall not be understood as making any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
9. I agree that any misrepresentations of any items in this request, either oral or written, may void any approval by the committee.
10. I understand that a decision by the committee is not final and that the Board of Directors may reverse or modify a decision by the committee upon the written application of any owner made to the Board of Directors within 10 days after the committee makes its decision.
11. The name of the contractor is \_\_\_\_\_.
12. I agree that any work not started on or before the proposed start date may be subject to resubmittal to the committee.

**Specific Requirements:**

1. Screens/storm doors, exterior doors and hardware, and lighting fixtures must be selected from those approved by the Board of Directors.

2. Only rear porches and patios may be screened. The specifications approved by the Association must be adhered to. The color of the screening must be dark gray/black, and the extrusion bronze. Screen patios on the first floor may include an exit door to be located in the center of the patio when there are permanent walls on both sides of the patio or, in the alternative, be at one end of the patio in the event of end units or units that have just one permanent wall.

At the time the Association is performing preventative maintenance on the building, you will be notified if it is required for you to remove your screen room. Screen rooms would need to be removed in cases where any wood to which the screen room is attached needs to be replaced. This can include, but is not limited to, posts, floors, beams, handrails and siding. The costs associated with the removal and reinstallation will be the responsibility of the owner. Screen rooms can be reinstalled after the building painting has been completed.

In the event that the screen room does not have to be removed, due to the extra work involved in painting areas where a screen room is installed, the owner will be charged a fee of \$190.00\* at the time of painting.

**I have read the Design Review Committee requirements. The applied for changes or additions meet the requirements and standards specified by the Design Review Committee and all applicable federal, state and local laws and regulations.**

**I acknowledge and agree that approval by the Design Review Committee does not constitute an opinion regarding the safety of the proposed alterations or their consistency with federal, state or local laws and regulations. I further agree to indemnify and hold harmless the Association and its successors, agents and assigns, from any liability occurring as a proximate result of the alterations herein contemplated.**

\_\_\_\_\_  
Owner signature

\_\_\_\_\_  
Date

\*Price subject to change.