

Marina Bay COA, INC.
Sea Breeze Community Management Services, Inc.
4227 Northlake Boulevard
Palm Beach Gardens, FL 33410
(561) 626-0917 Fax: (561) 626-7143
www.seabreezecms.com

REQUEST FOR ARC APPROVAL

Owner Name: _____ Date: _____

Address: _____

Telephone Numbers: Home: _____ Work: _____

I, the undersigned owner hereby request permission from the Architectural Review Committee to make the following change:

Description of addition/modification: _____

Note: A drawing and/or diagram, listing the specifications to be used, including materials, dimensions, type and color **MUST** accompany this request in order for this application to be considered or reviewed by the ARC/Board.

Contractor Name: _____ Phone: _____

Contractor Address: _____

IT IS HEREBY UNDERSTOOD THAT NO WORK SHALL BEGIN UNLESS THE OWNER HAS RECEIVED WRITTEN AUTHORIZATION TO PROCEED WITH THE REQUESTED CHANGE FROM THE ARCHITECTURAL REVIEW COMMITTEE THROUGH SEA BREEZE CMS, Inc. ANY WORK NOT PERFORMED IN STRICT CONFORMANCE WITH THE APPROVED PLANS SHALL BE CORRECTED TO CONFORM WITH THE APPROVED PLANS.

Unit Owner Signature

Unit Owner Signature

ARCHITECTURAL REVIEW COMMITTEE

For Committee Use Only:

_____ The above request has been APPROVED.

_____ The above request has been APPROVED with the following revisions: _____

_____ The above request has been DENIED with the following revisions: _____

ARC/Board Signature: _____ DATE: _____

ARC/Board Signature: _____ DATE: _____

CONTRACTORS AND SERVICES PERSONNEL

Welcome to Marina Bay,

To avoid any misunderstanding, the following is offered for your information. Anyone working on the property should abide by these requests.

- 1) Workers may come to the property between the hours of 8:30 a.m. – 5:00 p.m. Monday through Friday {Not on Saturday, Sundays, or Holidays}. **WORKERS SHOULD NOT USE THE BELLMAN'S CART.**
- 2) Should boxes, hand trucks, tools, etc. be required notify the office so protective padding may be put in the elevator. The elevator pads will be removed at 4:30p.m. Any larger items or debris that need to be taken back down to vehicles should be done by 4:00p.m.
- 3) Jack hammers are strictly prohibited from being used in units at Marina Bay COA, Inc. Only a 20lb Chipper can be used for construction, remodels, repairs etc to the home.
- 4) Work vans or trucks may load and/or unload vehicles. These vehicles may park on the street behind the complex {outside of Marina Bay parking lot}.
- 5) Do not cut, drill, or penetrate the concrete slab or ceilings. Smoking {should the owner permit} should be done inside the unit or after workers leave Marina Bay.
- 6) Noisy construction {hammering, drilling, etc.} is not permitted before 9:00 a.m. or after 5:00 p.m. No radios or TV's, etc. shall be allowed to be blaring.
- 7) All excess material/debris must be removed from the property without leaving damage to the property. Do not use the Association's dumpsters for the debris. No materials should be stored or left on the common property. There should be no work done on the walkways, it must be done inside the unit or on the balcony. Nothing should be thrown off a balcony or walkway of an upper level. Do not use the hose in the trash room to wash out the grout, paint or spackle buckets.
- 8) Workers must be fully clothed; no bare feet or bare backs.

Owner's Signature: _____ Date: _____

Contractor's Signature: _____ Date: _____