



**ARCHITECTURAL MODIFICATION PACKAGE  
General Information Form**

**-LARGE PACKAGE FOR CONSTRUCTION PROJECTS-**

This Package for Architectural Modifications contains guidelines and several forms that must be filled by the Owner(s) and/or their Contractor prior to the Association granting permission for construction to commence.

To protect the Association, its Officers, Directors, Members, Employees and Agents, the Owner and their Contractors are required to review and execute all documents in this Package and submit all other required documents listed in the attached Check List. Please note the following:

1. The submittal will be reviewed by the Association team members and by a designated outside Consultant (if applicable). Failure to submit a complete package shall result in the assessment of additional review fees charged to the Owner(s) and/or their Contractor. The Consultant does not have the authority to issue any waivers and/or modifications to the Declaration of Condominium requirements. If a particular form does not apply to the proposed scope of work, the Applicant must indicate with N/A (Not applicable) and sign the specific document.
2. No work shall be permitted to commence unless a Copy of the Permit from the City of Sunny Isles (if applicable) is submitted to the Association's office. The City of Sunny Isles is instructed not to issue any permits without prior approval by the Association.
3. The Association is not responsible to secure approval from any impacted adjacent units' Owners.
4. Any work that may directly impact the Building's Structural, Mechanical, Electrical, Plumbing, Elevators and/or Fire Protection Systems must be presented to the Association with all related backup documents including, but not limited to engineering and laboratory testing reports and plans signed and sealed by a Florida Professional Engineer or Registered Architect together with this package.
5. All Contractors, Designers, Engineers, Material Suppliers must submit proof of General Liability and Workers Compensation coverages and license, prior to being admitted to the Condominium property.

All inquiries regarding this document should be directed to the Management Office.

LA PERLA CONDOMINIUM

786-364-4900 [information@laperlasunnyisles.com](mailto:information@laperlasunnyisles.com)

16699 Collins Ave. Sunny Isles, FL 33160

I have read, agree, and understand the above:

Unit Owner's Signature \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

# LA PERLA

SUNNY ISLES BEACH

## CONTRACTOR PACKAGE CHECK LIST

(Check list to remain with package for each submittal)

Unit \_\_\_\_\_

	Status
Form #1: Architectural Modification Application Form	
Form #2: Contractor Unit Access Authorization	
Form #3: Contractors Policies & Procedures Acknowledgement	
Form #4: Application for Hard Floor Surface Installation Including Balcony <u>(If applicable)</u>	
Form #5: (Continued) Approved Hard Floor Soundproofing Products <u>(If applicable)</u>	
Form #6: (Continued) Notice and Acceptance of Standards for Control of Sound Transmission and Impact Insulation (Floor Coverings) <u>(If applicable)</u>	
Form #7: Balcony Tile Installation Guidelines & Detail (2 sheets) <u>(If applicable)</u>	
Form #8: Post Tension <u>Slabs (If Applicable)</u>	
Form #9: Fire Alarm & Fire Sprinkler System Guidelines	
Form #10: Certificate of Approval (By BOD)	

Reviewer's Recommendations:

Application Fee (Refundable) \$500	<input type="checkbox"/>
Security deposit Fee (NON-Refundable): \$250.00	<input type="checkbox"/>



**FORM # 1**  
**ARCHITECTURAL MODIFICATION APPLICATION FORM**

Date of Application: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Unit Owner (Applicant): \_\_\_\_\_ Contractor's Name: \_\_\_\_\_

Phone number for contractor: \_\_\_\_\_

I hereby request approval for the following modification and/or alteration, or otherwise to allow a professional contractor access to my unit. A licensed, insured contractor will perform all work and will submit all required permitting before any work will begin.

- Interior Floor Installation     Plumbing work     Electrical Work     Replace A/C Unit
- Balcony Floor Installation     Carpet Installation     Painting     Other Work

Detailed Description of work, including the name and contact information for all contractors who will need access to the property

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Attached are copies of plans, specifications, and license for work to be performed in my unit, which are submitted for your consideration and approval. For hard (tile, wood, etc.) flooring installation, please fill out and notarize the "Sound Proofing Confirmation Certificate" indicating the sound proofing specification of Sound Transmission Class of 52 and Impact Isolation Class 52 or better and:

- I agree to abide by the Declaration of Condominium Documents of La Perla, a condominium with respect to: Additions, Alterations, or improvements by Unit Owners.
- If any damage to the common areas of the property, the property of other unit owners, or any personal injury occurs during this project, then, as a unit owner, acknowledge all responsibility. Furthermore, I do not hold La Perla Condominium Association, Inc. its Officers, and/or employees liable in any way for DAMAGES within my unit and/or THEFT of its contents therein.
- If I am not going to be present while the work is to be performed, I must also complete an Access Authorization Form, which will only allow access of designated companies and individuals through the property into my unit.
- I agree that no work will begin in my unit until I receive written approval from the Association and have scheduled said work with management.

I have read and fully understand and agree to the above.

Unit Owner's Signature \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_



**FORM # 2  
CONTRACTOR UNIT ACCESS AUTHORIZATION**

I, (Unit Owner) \_\_\_\_\_, hereby authorize the following person(s) to enter unit \_\_\_\_\_

This authorization is valid from: \_\_\_\_\_ until: \_\_\_\_\_ (date).

PLEASE PRINT NAME AND/OR COMPANY CLEARLY:

CONTRACTOR'S COMPANY NAME: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Employee #1 Name & Title: \_\_\_\_\_ Cell: \_\_\_\_\_

Employee #1 Name & Title: \_\_\_\_\_ Cell: \_\_\_\_\_

Employee #1 Name & Title: \_\_\_\_\_ Cell: \_\_\_\_\_

SUBCONTRACTOR'S COMPANY NAME: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Employee #1 Name & Title: \_\_\_\_\_ Cell: \_\_\_\_\_

Employee #1 Name & Title: \_\_\_\_\_ Cell: \_\_\_\_\_

Employee #1 Name & Title: \_\_\_\_\_ Cell: \_\_\_\_\_

All Contractors, Subcontractors, Designers, Architects and Engineers must submit Certificates of Insurance for General Liability and Workers Compensation prior to working within the Condominium property (See Contractor's Insurance & License Requirements form).

Authorized Contractors may access the property between 9:00 AM and 4:30 PM Monday through Friday (except for legal and religious holidays) using the receiving dock entrance. The residents must authorize their Contractors to access the property through this form. Once the management office has this authorization, access will be given to the above listed parties until further notice. Residents must make all arrangements for Unit access with their Contractors (i.e., provide keys)

Contractors or Service personnel are not allowed to use the Fob; residents are responsible to provide them ONLY with the UNIT KEYS.

The undersigned acknowledges and agrees to fully indemnify and hold harmless the Association, its Officers, Directors, Members, Employees and Agents (including, without limitation, management and security companies and their Officers, Directors and Employees) for and from any and all misconduct or negligence of the person(s) named above, whether in the Unit, the Common Elements of the Condominium or otherwise (such agreement to include all attorney fees and court costs regardless of whether suit is brought or any appeal is taken there from).

Unit Owner's Signature \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_



**FORM # 3**  
**CONTRACTORS POLICIES & PROCEDURES ACKNOWLEDGEMENT**

1. Work Hours are Monday through Friday 8am-5pm. ALL CONTRACTORS MUST EXIT THE PROPERTY BY 5PM
2. Before any work can begin, all contractors must provide management:
  - Specifications of all materials being installed
  - Flooring Installation: Manufactures specifications for sound proofing must indicate that the sound proofing was tested on a concrete slab without a suspended ceiling.
  - Signed and notarized: Sound Proofing Confirmation Certificate” for any hard flooring (Tile, Wood, Etc.) Installations
  - Miami Dade Occupational License/Certificate of Eligibility / DBPR License
  - Certificate of Workers Compensation Insurance in the amount of 500,000 for any construction work. (if applicable) an exception certificate
  - Liability Insurance certificate naming “La Perla Condominium Association” as additional insured in the amount of \$1,000,000.
  - All workers must present identification at the time of entry
  - I am aware that the ceiling/floor is a 10” concrete slab and that I will not drill into the ceiling/floor.
3. After receiving the above listed documentation, the association will provide the contractor with an “approval letter”. Tile may only be delivered once the soundproofing has passed inspection with the city of Sunny Isles.
4. A refundable security deposit of \$500.00 is required to any work being approved. This deposit will be deposited by the association and returned within 10 days after the work has been completed, provided no damage has occurred. A non-refundable contractor’s fee of \$250.00 is required for all work performed in the unit; please specify the work you are performing, in order to expedite the letter for the city permit, **A \$100 fee for any additional work that was not listed on this application and required approval from the Board of Directors.**
5. Contractors are responsible to keep the common areas clean outside the unit they are working on. All debris and boxes must be removed from the property. Under no circumstance, should any construction materials be placed in the building’s trash chutes or left in the hallway.
6. Cutting construction materials such as tile or wood on the balconies or in any common area is strictly forbidden.
7. All balcony railing must be covered with heavy plastic when installing tile or other material to the balcony floor in order to protect railings from damage and to guard against any debris from falling over the balcony causing damage. Balcony Tile must not go past the center of the balcony railing.
8. PARKING-Contractors cannot park in the garage. You must unload at the loading dock and park your truck or van across the street.
9. No Unit Owner and/or contractor shall alter the life safety system inside the units. Therefore, painting must be done around the life safety system (fire sprinklers, enunciator speakers, etc.....
10. Loading/Unloading Materials is to be done only as directed by the property Manager. Elevators must be protected/padded before any tools or materials are placed inside them.
11. All loading and unloading must be done thru the designated receiving are (loading dock).
12. No one may place grout or any other construction debris down a drain, toilet or trash chute. This may cause damage to the plumbing and trash chute in the building and as per condominium documents, the cost of any repairs will be the responsibility of the unit owner.
13. No drilling of ceilings or the flooring without performing an X-ray.

**I have read and fully understand and agree to the Contractors Rules above.**

Unit Owner's Signature \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

# LA PERLA

SUNNY ISLES BEACH

**FORM # 4**  
**APPLICATION FOR HARD FLOOR SURFACE INSTALLATION, INCLUDING BALCONY**

Apply ? YES / NO (Circle one option)

Installer/ Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Areas where hard floors will be installed, square footage and hard floor description:

ARE A	SQUARE FEET	TYPE OF HARD FLOOR SURFACE
Foyer		
Master Bedroom		
Second Bedroom		
Third Bedroom		
Baths		
Kitchen		
Living Room		
Den		
Hallway		
Balcony		
Other		

Proposed Soundproofing

I hereby agree to have the contractor submit an affidavit at the completion of the job attesting to the fact that proper soundproofing has been installed. All soundproofing must be inspected by the Association and by the City of Sunny Isles prior to hard flooring installation.

Unit Owner's Signature \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_



**FORM # 5 (CONTINUED)**  
**NOTICE AND ACCEPTANCE OF STANDARDS FOR CONTROL OF SOUND TRANSMISSION  
AND IMPACT INSULATION (FLOOR COVERINGS)**

Pursuant to the Declaration of Condominium for the LA PERLA, A CONDOMINIUM ("Weight and Sound Restrictions), Hard and/or heavy surface floor coverings, such as tile, marble, wood, and the like will be permitted only in foyers and bathrooms or as otherwise installed by the Developer. Installation of hard surfaced floor coverings (other than by the Developer) or in any other areas are to receive sound absorbent, less dense floor coverings, such as carpeting. Use of a hard and/or heavy surface floor covering in any other location must be submitted to and approved by the Board of Directors and meet applicable structural requirements. Also, the installation of any improvement or heavy object must be submitted to and approved by the Board and be compatible with the overall structural design of the building. The Board of Directors may require a structural engineer to review certain of the proposed improvements, with such review to be at the Owner's sole expense. The Board will have the right to specify the exact material to be used on balconies. Any use guidelines set forth by the Association shall be consistent with good design practices for the waterproofing and overall structural design of the Building. Owners will be held strictly liable for violations of these restrictions and for all damages resulting therefrom and the Association has the right to require immediate removal of violations.

The Association shall not approve the installation of any hard and or heavy surface floor coverings unless the aggregate sound isolation and acoustical treatment carries a minimum Sound Transmission Class (STC) of 55 and a minimum Impact Insulation Class (IIC) of 55. The unit owner shall install the foregoing insulating materials in a manner that provides proper mechanical isolation of the floor coverings from any rigid part of the building structure, whether the concrete sub-floor (vertical transmission) or adjacent walls and fittings (horizontal transmission). If any installation of hard and/or heavy surface floor covering is made in violation of these standards, the Association shall have the immediate right to prohibit any further installation or, if already installed, require that the floor coverings be removed at the unit owner's expense and replaced with floor coverings and sound insulation that meets the above-described standards.

Compliance with such standards is mandatory under the Declaration of Condominium and shall be enforced for the benefit of all the unit owners in the building. Compliance may be enforced by the Association in the Circuit Court in and for Miami- Dade County, Florida by an action seeking injunctive relief or specific performance. The undersigned acknowledges such rights and submits to the jurisdiction of the Miami-Dade Circuit Court for the enforcement of the standards described above. In the event that a judicial proceeding shall be necessary, the Association's costs to make the required corrections and the Association's reasonable attorneys' fees (including trial and appellate fees) and court costs shall be charged against the unit owner and such amount shall be secured by a lien in favor of the Association against the condominium unit and shall be enforceable in accordance with the terms of the Declaration of Condominium. A copy hereof shall be maintained in the Association's records and used in any enforcement proceedings of the Declaration of Condominium. No proposed transfer of title or lease of the condominium unit shall be approved unless the intended transferee or lessee shall have signed a copy of this Notice acknowledging the receipt hereof and such transferee's or lessee's agreement to abide by and bound by the terms hereof.

The undersigned hereby acknowledges receipt of the foregoing notice and agree to abide by and be bound by the terms hereof.

Unit Owner's Signature \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

**FORM #6 (CONTINUED)**  
**APPROVED HARD FLOORING SOUNDPROOFING PRODUCTS**  
**Apply ? YES / NO (Circle one option)**

Acceptable Sound proofing products:

- Map elastic SM ([www.mapei.com](http://www.mapei.com))
- A.P.C. Cork ([www.apccork.com](http://www.apccork.com))
- Protector Wrap Whisper mat ([www.protectowrap.com](http://www.protectowrap.com)) or any product meeting the following standards
- Regupol 6MM Available thru ([Dreamzsoundproof@yahoo.com](mailto:Dreamzsoundproof@yahoo.com))
- Sound Transmission Class Rating of 52 (STC) or better (with no suspended ceiling, no drop ceiling and ceiling assemble)
- Impact Isolation Class rating of 52 (IIC) or better (with no suspended ceiling, no drop ceiling and ceiling assemble).

The association assumes no responsibility for overseeing any work contracted for independently by unit owners. It is the responsibility of the contractor and the unit owner to ensure that the work is done as specified, that the correct methods and material be used and that all work is complying. Photo of soundproofing installed must be submitted to management office prior to the installation of the flooring material.

The Association shall consider additional products not listed above provided that proper and official Laboratory Testing reports and data are provided for review. Additional review fees may be assessed by the Association to the Contractor to cover the cost of evaluation by outside consultants.

All sound proofing materials must be inspected by the City of Sunny Isles and by the Association prior to hard flooring installation. Any violation to this requirement will result in the requirement for removal of the entire hard flooring system at the Unit's Owner sole cost and expense.

Unit Owner's Signature \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

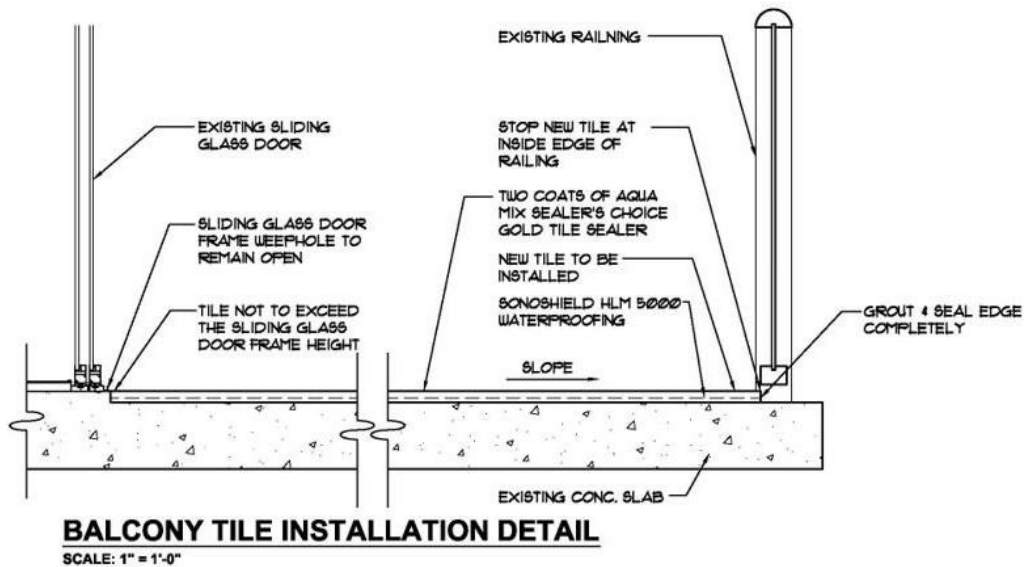


# LA PERLA

SUNNY ISLES BEACH

**FORM #7**  
**BALCONY TILE INSTALLATION GUIDELINES**  
**Apply ? YES / NO (Circle one option)**

1. Protect the balconies glass rail system. Debris shall be controlled to prevent damage and/or injury to individuals and common areas below through the use of "Grout Catcher." Contractors will be held responsible for cleanup and/or damage caused by falling debris. Prior to Tile Installation, the following procedure must be adhered to:
2. A sample for any proposed balcony Tile must be submitted to the Association for approval.
3. Thin set and grout materials must be Latex Based. All other materials shall be rejected.
4. Tile surfaces must be installed with a four-inch (4") relief from the edge of the balcony in accordance with the Tile Installation Detail on the next page.
5. All tile edges must be completely grouted and sealed.
6. The Contractor must ensure that the Tile surface has a positive slope to prevent ponding of water.
7. Tile shall not be installed on top of the Sliding Glass Doors' bottom track and all track weep holes are to
8. Always remain open.



Unit Owner's Signature \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

## FORM # 8 POST TENSION SLABS CONSTRUCTION DISCLAIMER

Owners and Contractors must execute this Form regardless of the work performed

- The Condominium Building is constructed with Post Tension steel cables embedded within the concrete slabs between floors.
- There shall be absolutely no penetrations or chipping made to any floor, roof, or ceiling concrete slabs without the prior written consent of the Board of Directors.
- Prior to any work done on said slabs and/or ceilings, review of the as-built plans and specifications for the building must be made by the Unit Owner's Structural Engineer to confirm the approximate location of the post tension cables. The plans and specifications for the Building are maintained by the Association as part of its official records.
- To be absolutely certain of cables locations, a Miami Dade County Certified Testing Laboratory must be retained by the Unit Owner to X-Ray the concrete elements prior to any work to confirm the exact locations of the post tension cables.
- Each Unit Owner, by accepting a deed or otherwise acquiring title to a Unit shall be deemed to:
  1. Have assumed the risks associated with post tension construction.
  2. Agree that the penetration of any post tension cable or rod may threaten the structural integrity of the Building.
  3. Each Owner shall be deemed to have released the Association, its Contractors, Architects, Engineers, and its Officers, Directors, Shareholders, Employees and Agents from and against any and all liability that may result from penetration of any of the post tension cables or rods.

Unit Owner's Signature \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_



**FORM # 9**  
**FIRE ALARM & FIRE SPRINKLER SYSTEM GUIDELINES**

Owners and Contractors must execute this Form regardless of the work performed

ALL CONTRACTORS INVOLVED IN WORK ON LIFE SAFETY SYSTEMS MUST CHECK WITH THE BUILDING MANAGEMENT UPON ARRIVAL AND DEPARTURE.

Work to be performed that may activate the Fire Alarm System (Dust, Painting, Welding, Cutting, etc.) must be reported to the Building Management so that the system can be put on "Test Mode" to prevent false alarms and inconvenience to Building Occupants.

Unit Owners and their Contractors are responsible for covering Smoke Detection equipment (including air conditioning vents as they may also contain Smoke Detection Devices to allow for shutdown of Air Conditioning and Elevator systems) to prevent faulty Fire Alarm activation.

Owners and/or their Contractors shall be responsible for Fire Department Fines as a result of False Alarms caused by them while working within their Unit or their floor.

Moving or removing devices must be performed by the Building's Preferred Vendor who must be notified at least two days prior to removal or movement of any Fire Alarm Devices. Painting over the smoke detectors or Alarm Speakers is not permitted. Please call the Management office for further details and contact numbers.

Similarly, the Building's Preferred Fire Alarm and Fire Protection Vendors shall be used for any alterations to the Fire Alarm and/or Fire Sprinkler devices. Check with the Building's Engineer for contact information.

ANY PERSON WHO WILLFULLY AND MALICIOUSLY INTERFERES WITH INSTRUMENTS USED IN THE DETECTION AND REPORTING OF FIRE SHALL BE GUILTY OF A FELONY OF THE THIRD DEGREE. (FLORIDA STATUTE 806.10 (1))

Unit Owner's Signature \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_



**FORM # 10  
CERTIFICATE OF APPROVAL  
ARCHITECTURAL/MODIFICATIONS PACKAGE**

(This form must be executed by management)

Date: \_\_\_\_\_

To Whom It May Concern:

When signed by a member of the Condominium Association`s Board of Directors, this letter indicates that

(Company name) \_\_\_\_\_

has been approved to perform the following work:

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

in the Unit# \_\_\_\_\_ at La Perla Condominium.

The association assumes no responsibility for overseeing any work contracted for independently by unit owners. It is the responsibility of the contractor and the unit owner to ensure that the work is done as specified, and the correct methods and materials are used.

Please accept this NOTARIZED ORIGINAL COPY of this Approval Letter in lieu of a corporate seal.

\_\_\_\_\_  
Board member Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_  
La Perla Condominium Association

BEFORE ME, THE ABOVE-SIGNED AUTHORITY PERSONALLY APPEARED TO BE THE INDIVIDUAL DESCRIBED IN AND WHO EXECUTED THE FOREGOING CONFIRMATION CERTIFICATE.

Witness my hand and official seal \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_



# LA PERLA

SUNNY ISLES BEACH

Activity	Architectural package	ARE THE FOLLOWING DOCUMENTS REQUIRED?					
		COI	DBPR license	Permit	Committee Approval	\$250 Non-refundal	\$500 Refundabl
Additions	Y	Y	Y	Y	y	Y	Y
Appliances (Replacement) permanently attached to plumbing, mechanical, electrical systems such as garbage disposals, water heaters	Y	Y	Y	Y	y	Y	Y
Appliances maintenance	N	Y	Y	N	N	N	N
Appliances repair	N	Y	Y	N	N	N	N
Appliances replacement (NOT ATTACHED)	N	Y	Y	N	N	N	N
Bathroom Remodel	Y	Y	Y	Y	y	Y	Y
Cabinets replacement (kitchen and bathroom)	Y	Y	Y	Y	y	Y	Y
Countertop replacement	Y	Y	Y	Y	y	Y	Y
Demolitions	Y	Y	Y	Y	y	Y	Y
Doors replacement (exterior doors)	Y	Y	Y	Y	y	Y	Y
Drywall repair/replacement/removal	Y	Y	Y	Y	y	Y	Y
Electrical repairs	Y	Y	Y	N	N	N	N
Electrical Systems	Y	Y	Y	Y	y	Y	Y
Flooring - Tile, Wood, Laminate, etc.	Y	Y	Y	Y	y	Y	Y
HVAC Systems - Permanent Units (Heating, Ventilating, Air Conditioning)	Y	Y	Y	Y	y	Y	Y
Kitchen remodel	Y	Y	Y	Y	y	Y	Y
Molding and Trim	Y	Y	Y	N	N	N	N
New construction	Y	Y	Y	Y	y	Y	Y
Painting	Y	Y	Y	N	N	N	Y
Plumbing system replacement	Y	Y	Y	Y	y	Y	Y
Remodeling	Y	Y	Y	Y	y	Y	Y
Smart home Installation (TV installation, etc)	Y	Y	Y	N	N	N	N
Windows/shutters installations	Y	Y	Y	Y	y	Y	Y