



**THE CLARIDGE**  
of POMPAÑO  
**ARCHITECTURAL REVIEW COMMITTEE**  
**REQUEST FOR MODIFICATION**

**PART A - COMPLETED BY OWNER**

I \_\_\_\_\_, of UNIT # \_\_\_\_\_

Request approval by the Architectural Review Committee for the modification below located at 1340 South Ocean Blvd. Pompano Beach, Florida 33062.

Owner Telephone# / Email: \_\_\_\_\_

Owner Telephone# / Email: \_\_\_\_\_

Contractor/Vendor Name: \_\_\_\_\_

Contractor/ Telephone # / Email: \_\_\_\_\_

Description of work to be completed: \_\_\_\_\_

**Will any Walls Be Removed or Dry Wall Removed?**

Yes

No

**Will any Floor Covering Be Removed?**

Yes

No

**If removing a wall or removing drywall – YOU MUST inform Building Management Prior to removal. If any damage done to interiors common wires, the owner/contractor will be responsible for all repairs to the satisfaction of the association.**

By Signing this Agreement and upon approval of my request for this modification, I/We will assume all liability for any damage incurred as a result of this modification as well as any additional maintenance costs that may be incurred. **I also agree to obtain any permits that may be required by any and all governmental agencies for this modification. OWNERS ARE RESPONSIBILITY FOR ANY DAMAGE CAUSED BY THEIR CONTRACTORS and REPAIRS ARE TO BE AT THE SATISFACATION OF THE ASSOCIATION.**

Owner(s) Signature \_\_\_\_\_

**PART B – PLEASE ATTACH THE FOLLOWING DOCUMENTS**

**Attached please find the following additional information**

- **Tile Removal Equipment Requirement & Balcony Tile Replacement Requirement**
- A sketch, including the dimensions, of the proposed modification
- **Specification for all new windows and doors**
- Copy of contractor's business license and insurance certificate (liability and workers comp) for contractor performing the modification. **The Claridge of Pompano Condo, Inc. must be named as Additional Insured.**
- Copy of permit with all pertinent paperwork.
- Workers Comp Exempt Acknowledgement signed by Owner (form included in this package)
- A **Deposit of \$250.00** is required **per Unit & per Contractor** to be paid by the Contractor(s).

**PART C FOR OFFICIAL USE - TO BE COMPLETED BY COMMITTEE REVIEW BOARD**

**The above request for modification has been:**

Approved

Approved with the following changes

Not Approved

**This form must be signed by two (2) committee members**

\_\_\_\_\_  
**BOARD OF DIRECTOR / COMMITTEE  
MEMBER SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**BOARD OF DIRECTOR / COMMITTEE  
MEMBER SIGNATURE**

\_\_\_\_\_  
**DATE**



### **Tile Removal Equipment**

Effective immediately any tile removal in a unit can only be accomplished by using a Makinex Jack Hammer Trolley, Demolition Hammer, or equivalent tile removal equipment. Hand removal methods are also approved,

### **Balcony Tile Replacement Requirements**

Should a unit owner during a renovation project remove the existing balcony tile for replacement the following needs to occur:

1. The Claridge will have an independent party. Engineer, inspect the balcony for cement/structural damage
2. Should any damage be discovered The Claridge will have necessary repairs performed at the cost of The Claridge.
3. The unit owners, at their cost, are required to have a waterproof membrane installed prior to any tile installation.
4. Balconies where the above is performed will be noted and the unit owner is not responsible for any balcony waterproofing component of any future assessment.

\_\_\_\_\_  
Owner's Signature:

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

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

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

***It is the owner's responsibility to make your contractor aware of this restriction.***



# Makinex Jackhammer Trolley Universal JHT-U-2



1340 S. Ocean Blvd.  
Pompano Beach, FL 33062

Effective as of January 1, 2023

To All Residents

### **Air Conditioning & Hot Water Installation Requirements**

Procedure:

When installing an air conditioner or water heater the electrical hookups need to be hardwired by a Licensed Electrician with a Permit. If only one is being installed both need to be hardwired even if one is being installed. This does not remove the requirement for a licensed plumber with a permit to install the hot water.

If an Air Conditioner is being installed and the current one is mounted on a wooden frame, then that needs to be replaced with an aluminum frame. If only the hot water is being replaced, then that must be accomplished by a Licensed Electrician with a permit.

When installing a hot water heater that requires hardwiring both the plumbing and electrical are required to be accomplished at the same time.

If you have any questions, please feel free to contact me at 954-943-7882 or [manager@theclaridgeofpompano.com](mailto:manager@theclaridgeofpompano.com).



## MEMORANDUM

### TO ENSURE THE SAFETY OF OUR RESIDENTS ALL CONTRACTORS & OWNERS PERFORMING WORK MUST ADHERE TO THE FOLLOWING GUIDELINES:

1. An Architectural Form Must be Completed and Approved before **any** work can begin.
2. Contractors must be **LICENSED** and **INSURED** for the work that is performed.
3. If appropriate, **PERMITS** may be required as per the City of Pompano Beach Building Department Ordinances.
4. Copies of the Certificates of Insurance, License, and Permits must be provided to the Property Manager before the commencement of work along with a completed Architectural Form.
5. Contractors must sign in and sign out at the security office station each day.
6. Work hours are Monday through Friday, from 9:00 am to 5:00 pm. (HOURS STRICTLY ENFORCED)
7. **ABSOLUTELY NO WORK ALLOWED ON SATURDAY OR SUNDAY INCLUDING BUT NOT LIMITED TO WORK BEING DONE BY A CONTRACTOR OR OWNER!**
8. Contractors MUST Park in the designated area assigned by Claridge Security.
9. Contractors **MUST remove** all construction debris from the premises. Trash, debris, etc **cannot** be dumped, thrown, or left in the Claridge Trash Room, Trash Chutes, Dumpsters, or anywhere else on the property.
10. **CONTRACTORS CANNOT DISCONNECT OR CUT ANY WIRES PERTAINING TO ANY FIRE DETECTION DEVICES, SPEAKERS, ROOF ANTENNA, AND/OR CABLE. IF CUT REPAIR WILL BE AT THE OWNER'S EXPENSE.**
11. Drop Clothes must be used in Hallways and Common Areas. Contractors are responsible for leaving the premise clean and in the original condition found.
12. Contractors are limited to USE SERVICE ELEVATOR ONLY.
13. If the Contractors have any questions as to which is the appropriate permit for the work to be performed, they must call the Pompano Beach Building Department AT 954-786-4529.

#### **COPIES OF ALL PERMITS MUST BE PROVIDED TO THE BUILDING MANAGER.**

IF YOU HAVE ANY QUESTIONS REGARDING OTHER JOBS THAT MAY REQUIRE PERMITS, PLEASE CALL THE CITY OF POMPANNO BEACH BUILDING DEPT. AT 954-786-4529.

THE MANAGEMENT OF THE CLARIDGE OF POMPANNO CONDOMINIUM SHALL DENY ACCESS TO ANY CONTRACTOR OR WORKER WHO VIOLATES THESE REQUIREMENTS OR USES ANY UNFAIR PRACTICES WITH ANY CLARIDGE RESIDENT.

**CONTRACTORS OR WORKERS WHO PERFORM WORK REQUIRING A LICENSE, INSURANCE, AND/OR PERMITS AND COMMENCE WORK WITHOUT THESE DOCUMENTS WILL BE REPORTED TO THE BUILDING DEPARTMENT OR THE STATE OF FLORIDA FOR ENFORCEMENT ACTION. PERFORMING A CONTRACTOR'S WORK WITHOUT A CONTRACTOR'S LICENSE IS A FELONY.**

UNIT OWNERS WHO VIOLATE THESE RULES ARE SUBJECT TO FINES OF UP TO \$5,000.00 FROM THE STATE OF FLORIDA FOR HIRING UNLICENSED CONTRACTORS.

UNDER NO CIRCUMSTANCES SHOULD A MEDECO KEY BE GIVEN TO A CONTRACTOR OR WORKER, AS THIS COMPROMISES THE SECURITY OF THE BUILDING.

IF YOU HAVE ANY FURTHER QUESTIONS CONTACT THE PROPERTY MANAGER AT 954-943-7882.

**INDIVIDUAL UNIT OWNER  
IMPACT GLASS INSTALLATION STANDARDS**

- ◆ **PRIOR to placing an order: You must submit an approval request to the Architectural Review Committee for Approval**
- ◆ Building permit must be presented to the Property Manager before the start of work
- ◆ Inspection and approval of approved requirement by building committee before final inspection by the city of Pompano Beach
- ◆ The installer must be a distributor or approved by the manufacturer for installation.
- ◆ Installation to be performed by a window & door company with no less than 5 years of successful experience and a minimum of 5 years of experience with Miami-Dade County requirements
- ◆ Installer must be licensed by Broward County and/or the City of Pompano Beach
- ◆ Installation to be accomplished in accordance with the manufacturer's instructions and engineered drawings
- ◆ Installer must have and provide proof of comprehensive business liability insurance
- ◆ Installer must be a member of the Better Business Bureau of Southeast Florida and have a company rating of A
- ◆ A copy of the order confirmation detailing the material list with the customer's name & unit # must be submitted with the paperwork.
- ◆ All painting and repairs to the building **MUST** be completed by the window installers.

**SINGLE HUNG WINDOW STANDARDS - INDIVIDUAL UNIT OWNER - IMPACT GLASS STANDARDS**

APPEARANCE	MINIMUM REQUIREMENTS	MINIMUM WARRANTY
<ul style="list-style-type: none"> <li>◆ <b>The following windows are approved:</b> <ul style="list-style-type: none"> <li>○ IWC</li> <li>○ TM</li> <li>○ CGI</li> </ul> </li> <li>◆ Appearance standard established using center bar</li> <li>◆ Other window manufacturers may meet the appearance standard but may not meet the requirements listed below unless specially ordered.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Negative Design Pressure (-125)</li> <li>◆ Water Resistance (12PSF)</li> <li>◆ Air Infiltration (0.37 CFM @ 1.57 PSF)</li> <li>◆ Glass Tint= Turtle Grey</li> <li>◆ Frame Coating &amp; Color= Kynar, white or equivalent</li> <li>◆ Windows must comply with Miami-Dade Code</li> <li>◆ County requirement (Notice of acceptance) and Florida Building code.</li> </ul>	<p>Warranty:</p> <ul style="list-style-type: none"> <li>◆ Ten-year warranty on painted surfaces</li> <li>◆ Three-year warranty on all parts and screens</li> <li>◆ Five-year delaminating of glass</li> <li>◆ Two-year installation warranty</li> </ul> <p>Warranty standard applies to fixed windows, swing doors, and sliding glass doors.</p>

**OTHER IMPACT GLASS - APPEARANCE STANDARDS**

FIXED WINDOWS	SLIDING GLASS DOORS	SWING DOORS
<ul style="list-style-type: none"> <li>◆ IWC</li> <li>◆ TM 338 (7&amp;8 stacks only)</li> <li>◆ WinDoor</li> </ul>	<ul style="list-style-type: none"> <li>◆ CGI</li> <li>◆ WinDoor</li> <li>◆ EGS</li> </ul>	<ul style="list-style-type: none"> <li>◆ Euro Tech Series 1100</li> <li>◆ CGI Series 450</li> <li>◆ TM 244 &amp; 249</li> </ul>

**OTHER STANDARDS FIXED WINDOWS, SLIDERS, AND SWING DOOR**

REQUIREMENTS			
<p>Negative design pressure:</p> <ul style="list-style-type: none"> <li>◆ Same as single hung window unless engineer determines a different requirement for sliders or swing door.</li> <li>◆ Treated as zone 5</li> </ul>	<p>Water Resistance same as single hung window.</p>	<p>Air Infiltration:</p> <ul style="list-style-type: none"> <li>◆ Fixed Window= 0.09 CFM @ 6.24 PSF</li> <li>◆ Sliders and Swing Door= 0.037 CFM @ 1.57 PSF</li> </ul>	<p>Glass Tint and Frame:</p> <ul style="list-style-type: none"> <li>◆ Coating and Color same as single hung windows</li> <li>◆ Wood Buck must be replaced and meet Florida Bldg Code</li> </ul>

# City of Pompano Beach Permit Requirements

<b>Permits are necessary for the following:</b>	
<ul style="list-style-type: none"> <li>• Kitchen Alterations - Removal or Replacement of:                             <ul style="list-style-type: none"> <li>• Kitchen Cabinets</li> <li>• Kitchen Countertops (Need Plumbing Permit and if applicable may also need Electrical)</li> <li>• Sink</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Bathroom Alterations - Removal or Replacement of:                             <ul style="list-style-type: none"> <li>a. Bathroom Vanity</li> <li>b. Toilet</li> <li>c. Bathtub</li> <li>d. Shower</li> <li>e. Sink</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Tile and Wood Flooring (Hard Surface): Underlayment is required by the City of Pompano Beach prior to the installation of any hard surface flooring.</li> </ul>	<ul style="list-style-type: none"> <li>• Plumbing Work - Convert or Replace Plumbing                             <ul style="list-style-type: none"> <li>• Sinks</li> <li>• Toilets</li> <li>• Bathtubs</li> <li>• Showers</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Replacement of A/C Unit and/or Replacement of Hot Water Heaters.</li> </ul>	<ul style="list-style-type: none"> <li>• Windows, Sliders, and Swing Doors Replacement.</li> </ul>
<ul style="list-style-type: none"> <li>• ALL Electrical Work (Receptacles can be changed out without a permit ONLY if a ground wire exits, otherwise you need a permit)</li> </ul>	<ul style="list-style-type: none"> <li>• Hurricane Shutters</li> </ul>
<ul style="list-style-type: none"> <li>• Removal of Walls</li> </ul>	<ul style="list-style-type: none"> <li>• Demolition of Existing Walls</li> </ul>

<b>Permits are not necessary for the following:</b>	
<ul style="list-style-type: none"> <li>• Carpet Replacement</li> </ul>	<ul style="list-style-type: none"> <li>• Painting</li> </ul>
<ul style="list-style-type: none"> <li>• Replacement of existing Shower Doors</li> </ul>	<ul style="list-style-type: none"> <li>• Replacement of existing light fixtures. <i>(Cannot change electrical configuration without a permit)</i></li> </ul>
<ul style="list-style-type: none"> <li>• Replacement of existing Garbage Disposal</li> </ul>	<ul style="list-style-type: none"> <li>• Replacement of existing Faucets</li> </ul>
<ul style="list-style-type: none"> <li>• Replacement of existing Clothes Washer</li> </ul>	<ul style="list-style-type: none"> <li>• Installation of Crown Molding</li> </ul>

***If you have any questions on the permit requirements, please contact The City of Pompano Beach at 954-786-4670.***

## **NOTICE TO ALL CONTRACTORS, SERVICE PERSONS, AND RESIDENTS**

- **NO ONE IS AUTHORIZED TO DISCONNECT THE FIRE DETECTION DEVICES OR SPEAKERS**
  - ANY FINES AND/OR REPAIRS WILL BE CHARGED TO THE UNIT THAT DISCONNECTED THE FIRE DETECTION DEVICES OR SPEAKERS.
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- **THIS BUILDING HAS AN ACTIVE MASTER ANTENNA SYSTEM. UNDER NO CONDITIONS OR SITUATIONS ARE YOU TO TOUCH THE SYSTEM. THE ONLY PERSON THAT CAN APPROVE ANY ALTERATIONS TO THIS SYSTEM IS THE PROPERTY MANAGER.**
  - SERVICE TO THIS SYSTEM IS PROVIDED BY A SINGLE CERTIFIED CONTRACTOR
  - IF YOU NEED THE MASTER ANTENNA OUTLET PLATES REPLACED DUE TO REMODELING OR REPAINTING, PLEASE CONTACT THE PROPERTY MANAGER.
  - ALL REPAIRS FOR INTERRUPTION OF SERVICE WILL BE CHARGED TO THE UNIT OWNER THAT CAUSED THE INTERRUPTION.

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***See The Claridge of Pompano Condominium, Inc., Renovation Regulations for Additional Information.***



The association wants to ensure the safety and integrity of the Claridge common areas as well as your apartments. To make all condominium renovations and home improvements successful, all owners must abide by and comply with the Claridge and the City of Pompano Beach Regulations. Florida Statute 489.103(7) requires all work to be done by a licensed contractor in multi-residential (3 units or more) buildings.

**Contractors must adhere to the following regulations:**

- **Work Hours:** 9:00 am to 5:00 pm.
  - Set up okay @ 8:30 am only if no noise is made.
  - Worker **MUST BE** cleaned up and out of the building promptly @ 5:00 pm
- Sign-In and Sign-Out at Security each Day
- Park in Designated Area Provided by the Security Staff
- Remove all debris from The Claridge Property daily.
- Construction material and/or debris CANNOT be placed in Claridge's dumpster.
- Use the Service Elevator Only.
- Be Licensed
- Be Insured
- Have appropriate **PERMITS** for all work, when required.
- Must have an approved Certificate from the Architectural Committee

**Service Elevator and Other Important Information Contractors Need to Know**

- The dimensions of the service elevator are XW x XL x XH. The elevator door width is XX and the height of the door is XX. The elevator weight capacity is XX lbs. (CONTACT FRONT DESK FOR INFORMATION ON DIMENSIONS AND WEIGHT CAPACITY) FRONT **DESK 954-943-7882**
- During wind storms the service elevators may be locked down to prevent damage to the elevator and/or to the building and its residents because of the crosswinds it creates when open during heavy winds. In the event the elevators are locked down, contractors are welcome to use the stairs.
- Resident Carts are NOT to be used by contractors. These carts are for the convenience of the Claridge residents only. Contractors should provide their own carts to transport material up to the residents' unit.

**Insurance Certificate and License:**

- The Insurance Certificate and License must be secured in the Management Office **BEFORE** work can commence.
- **All insurance certificates must list The Claridge of Pompano Condominium, Inc., as additional insured.**

**Permits:**

- **Section 104.1.1 of the Florida Building Code: When required.** Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy or occupant content of a building or structure, or any outside area being used as part of the building's designated occupancy (single or mixed) or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the building official and obtain the required permit for the work.
- An application for a permit must be completed with the City of Pompano Beach. **Once the Permit is received**, a copy must be given to the Office, and a copy must be attached to the door of the Unit where the work is being performed.

A **COPY** of the **PERMIT, LICENSE, and INSURANCE CERTIFICATE** must be provided to the Claridge Office **24 hours prior** to the start of any work.

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The Management of The Claridge of Pompano Condominium, Inc. shall deny access to any contractor or worker(s) who violates these requirements or uses any unfair practices with any Claridge Resident.

Contractors or workers who perform work requiring a license, insurance, and/or permits and commence work without these documents will be reported to the Building Department and/or the State of Florida for enforcement of action. Performing contractor's work with a contractor's license is a **FELONY**.

Unit owners, The Association, and/or Contractors may be fined by the City of Pompano Beach if work begins without the proper paperwork. **Unit owners who violate these rules are subject to fines of up to \$5,000.00 from the State of Florida for hiring unlicensed contractors.**

If you have any questions, call the Management Office at 954-943-7882 or the Pompano Beach Building Department at 954-786-4600 ext 1.

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Thank you for your cooperation,

The Claridge of Pompano Condominium, Inc.