

## LONGBOAT TERRACE CONDOMINIUM ASSOCIATION, INC. (LTCA)

### Rules Regarding Modification of Common Space to Personal Space

1. No Unit Owner may change the appearance of any part of the exterior of a unit, including a window, balcony, patio or lanai, without the advanced written approval of The Board of Directors.
2. Unit Owners who are requesting a modification are restricted from doing the following:
  - a. Adding bedrooms or bathrooms in the Personal Space.
  - b. Adding walls where old sliders previously existed.
  - c. Adding dividing walls within the newly enclosed Personal Space.
3. A Unit Owner requesting permission to modify Common Space to Personal Space must submit a written application to The Board of Directors before any works begins which includes the following:
  - a. A detailed statement explaining the reason for the request along with renderings detailing any new windows sliding glass doors or other materials for Board approval before any work begins.
  - b. The proposed government permit application for the improvement, including any required schematics, drawings and plans. Schematics must include important design features such as Manufacturer, model number, color, weight, configuration and rating.
  - c. A structural engineering report from the LTCA approved Structural Engineer. The LTCA will engage the Structural Engineer and pay for the services. The Unit Owner will reimburse the LTCA for the cost of the engineering services.
  - d. Identification of the Contractor performing the work, including full legal name, license number, and mailing address and telephone number.
  - e. A copy of the Contractor's insurance policy showing that the Contractor complies with the minimum insurance requirements of the State Of Florida
  - f. A copy of the Contract between the Unit Owner and the Contractor detailing the construction costs and schedule.
  - g. A copy of the approved government permit **before** work commences
4. To the extent the requested improvement exceeds five percent (5%) of the annual budget of LTCA, the Unit Owner is responsible for all costs associated with obtaining the written approval of 75% of all Unit Owners entitled to vote. Upon determination of the cost to obtain written approval by the Board of Directors, the Unit Owner will submit a deposit of such amount to LTCA

5. As a condition of approval the Unit Owner shall execute a Covenant Running with the Land and Indemnification Agreement in the form attached.

6. Unit Owners who plan to undertake significant or even minor interior alterations must do so in accordance with Town Code Section 150.30 and or submit to the town building inspector the form "PROPERTY OWNERS REQUEST FOR BINDING INTERPRETATION OF MINOR WORK SPECIFIC TO OWNER'S SITE AND PROPOSED PROJECT" (code 150.30 and forms available online or at the Longboat Key Building Dept or from our maintenance man) to determine if a building permit is necessary for the proposed work.

8. The Board of Directors has the sole discretion to approve or disapprove an applicant's request if it deems their proposed modification does not conform and is not uniform with the aesthetic preservation plan of Longboat Terrace.