

NORMANDY A ASSOCIATION, INC.
Managed By: Wilson Landscaping & Management Corp.
1300 NW 17th Ave. Suite 270
Delray Beach, FL 33445
(561)637-3402 Phone
(561)637-3407 Fax
www.wilsonmanagement.net
info@wilsonmanagement.net

PROPERTY IMPROVEMENT REQUEST

Date: _____

Unit Owners: _____

1. These sheets are the **“Property Improvement Request”** form to be completed by the owner. Please return the completed form to the above address with all pertinent material for your specific project including copies of contractor license and insurance information.
2. Please read the form in detail and refer to your copy of the Association’s governing documents for more information on alterations.
3. The approval process requires the signature of the Association President.
4. **A refundable security deposit in the amount of \$1,000.00 is required to be submitted with this Property Improvement Request. Any damages to the common elements will be deducted from this security deposit. Please make check payable to the Normandy A Association, Inc.**
5. The Association has thirty (30) days to respond. **No Work** is to commence **prior** to receiving **approval**. Fines may be levied for failure to comply.
6. You will receive the “Approved” or “Not Approved” form in the mail, at which time you may schedule the work to begin.
7. All contractor waste is to be removed from the property. Kings Point Dumpsters are not for this purpose. Old appliances must also be removed by the vendor who delivers the new appliances.
8. The external property surrounding the area where work is done (walkway, front of building, back of screened or enclosed Florida room) must be kept in pristine condition. All work must be cleaned up by the Unit owner or their Contractor to a minimum of the condition it was prior to starting any work. If this is not done within 5 days after the work is done, the Association will bill the cost of having the cleanup completed to the Unit owner and the Unit owner will pay this expense.
9. Please include a copy of the license for the contractor completing the work.
10. Please include a copy of a Certificate of Insurance for both Liability Insurance and Workman’s Compensation Insurance. The Certificate Holder should match the Association’s name and address at the top of this page.
11. Any questions may be directed to the Association Property Manager at 561-637-3402.

PROPERTY IMPROVEMENT REQUEST

NORMANDY A ASSOCIATION

DATE: _____

APPROVAL DATE (valid for 60 days): _____

OWNER NAME: _____

PHONE: _____

UNIT ADDRESS: _____

E-MAIL ADDRESS: _____

CONTRACTOR INFORMATION: **(COPIES OF LICENSE & INSURANCE ARE REQUIRED including listing Normandy A Association as additionally Insured on the Contractors Policy)**. Please attach each contractor's information to this form.

NAME: _____

PHONE: _____

ADDRESS: _____

Describe in detail the type of improvement and materials to be used on a separate sheet of paper and attach it to this form for submission.

Any application for approval which will occur outside the present exterior walls of the building must be accompanied by a sketch indicating size, location, type of construction, etc.

Tile or laminate installation on the 2nd floor must have cork sub-flooring or appropriate approved sub-flooring installed (no exceptions).

Approval covers aesthetics only and is not to be construed as approval of any county code requirements. A **permit** from Palm Beach County is **required** on all property alterations and/or improvements. All work must be performed by a licensed and insured (including Workers' Comp.) contractor.

Prior to granting any request for a change, alteration or addition to an existing approved basic structure, the applicant, heirs, or assigns thereof, hereby assume sole responsibility for the repair, maintenance and or replacement of any such change, alteration, or addition. It is understood and agreed that the Association and/or its management company may not be required to take any action to maintain, repair or replace any such approved change, alteration or addition or damage resulting there from to an original structure.

THE OWNER ASSUMES ALL RESPONSIBILITY FOR ANY CHANGE, ALTERATION OR ADDITION. ALL PATIO ENCLOSURES MUST BE PAINTED TO CONFORM TO BUILDING COLORS WITHIN 30 DAYS OF INSTALLATION. SEE BUILDING DIRECTOR FOR PAINT.

OWNERS SIGNATURE: _____

DATE: _____

PRESIDENT: _____

() Approved () Not Approved

NORMANDY A ASSOCIATION, INC.
RULES AND REGULATIONS AS OF 4/1/2024

Acknowledgement

- A. Residents are responsible for the actions of their guests, invitees, contractors, etc.
 - B. Violating any of the Rules could result in violation letters, fines and / or legal action, as well as denial of lease renewals.
- 1) Sales and Rentals:
- A. All sales/rentals of units must be approved by the Board of Directors. In addition, all prospective purchasers and/or renters must complete a personal interview with the Board of Directors and sign an acknowledgment of said rules and regulations. A refundable security deposit equal to one(1) month's rent, payable to Normandy A Association is required on all rentals in the event there is any damage to the common elements. **NO EXCEPTIONS.**
 - B. All unit owners are required to transfer all condominium documents (including amendments) to the new owner(s).
 - C. Owners should turn in their rental renewal application for processing at least thirty (30) days before the lease expires.
 - D. If your renter receives three (3) violations within the term of the lease, the lease will not be approved for renewal.
- 2) Occupancy:
- A. One person living in the unit must be fifty-five (55) years old or older. **THIS IS MANDATORY**
 - B. No one under the age of eighteen (18) may not live in Normandy A at any time. Children under the age of eighteen (18) may visit up to thirty (30) days per year.
- 3) Pets:
- Kings Point is a "No Pet" community.
- 4) Doors and Locks:
- A. The Board of Directors shall maintain keys to all units. The keys will be used for emergency purposes only or for maintenance inspections. In the event of maintenance inspections, prior notice will be provided to all residents.
- 5) Consent to Alter:
- A. No unit shall be materially altered, added to or modified without the prior written consent of the Association. Specifications for desired work must be submitted to Wilson Landscaping & Management Corp. through an Architectural Request Form ("ARC" form). These forms can be obtained by calling Wilsons office or on their website. A refundable deposit if \$1000 payable to Normandy A Association to cover any damage to the common area during the renovation, is due when authorization to remodel is granted. Should there be any damage to the common elements, the cost of repair will be deducted from the deposit. If there is no damage, it will be refunded upon inspection by Wilson Management.
 - B. Unit owners are responsible for any damage to the common elements caused by their own contractors/workers. Catwalks must be protected and/or cleaned at the close of every business day while work is being done.

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C. No contractor waste shall be placed in the dumpsters. Contractors are responsible for removing their own waste.

6) Trash and Recycling:

A. Place all garbage in plastic bags and tie the bags before dumping them into the dumpster. NO LOOSE TRASH! Do not drop large bulk items into the dumpster. All cardboard boxes must be broken down before placing in the dumpster or recycling bins.

B. Put recyclables in their proper bins. Do not put tied plastic bags into recycle bins. If the recyclable bins are full, place recyclables into the dumpster. DO NOT place anything on the ground. Milk Cartons and pizza boxes should not be placed in recycling bins.

C. Bulk items such as furniture, appliances and other large items are picked up every Tuesday. Bulk items may be placed NEATLY next to the dumpster on **Mondays** or owner may be subject to fines!

D. No contractor waste shall be placed in dumpster!!

7) Things not permitted:

A. Excessive noise from televisions, stereos, visitors, etc. between the hours of 11:00PM and 7:00AM. For disturbances, please contact the non-emergency phone number for the Palm Beach County Sheriff's office (561)995-2800.

B. No feeding wildlife (squirrels, ducks, birds, feral cats, etc.). This attracts rodents and racoons which defecate on catwalks, which is unsightly, unsanitary and cause a slip and fall.

C. Smoking is not permitted in the lift, on catwalks or walkways attached to the building. Please be considerate of your neighbors when smoking.

D. No business, licensed or unlicensed, may be operated out of any unit.

E. No cooking on patios, balconies, or common areas of Normandy A Association per the order of Palm Beach County Fire Department.

F. No generators permitted at Normandy A Association, per order of the Palm Beach County Fire Department.

G. No throwing buckets of water, cooking oil, or any liquid or dry material, food, etc. onto the catwalks, plants, or grass.

H. No sweeping or throwing anything out the front door onto the catwalk or over the balcony onto plants or grass.

I. No walking or driving on the grass or through the bushes in front of the building.

J. No doormats are permitted for safety reasons (trip and fall).

K. No chairs, flowerpots, statues, ornaments can be placed on catwalks or in front of units.

8) Leaks:

A. Check for dripping faucets, running toilets, and leaking shower heads. Call your service contractor immediately when a leak has been noted.

B. The Association highly recommends installing water leak detection devise under sinks, near toilets and by hot water heaters. This will help prevent major flooding in the event of

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a water leak or pipe burst. These detection items are relatively inexpensive and can be purchased at home improvement stores as well as Amazon.

9) Lift:

- A. Report Lift issues to a board member as soon as possible.
- B. The Lift is not to be used to transport freight items, appliances, furniture, etc. It is for PASSENGER USE ONLY!
- C. The Lift is equipped with an emergency call button in the event you are trapped. This button should only be used in the event of an emergency. If there is an issue with Lift itself, it will be reported to the lift company.
- D. Treat the Lift respectfully. Any damage to the Lift due to an individual's misuse the cost to repair said damage will be billed to the individual responsible.

10) Vehicles:

- A. One (1) parking space is assigned to each unit.
- B. Vehicles in disrepair (i.e. broken windows, flat tires, missing parts, inoperable, etc.) are not permitted.
- C. No maintenance or mechanical repairs are permitted except in an emergency.
- D. Disabled/crashed vehicles may not be parked in either as assigned or guest space for more than seven (7) days.
- E. Car washing is not permitted.
- F. No commercial vehicles, recreational vehicles, boats, or trailers may be parked on the property overnight.
- G. Guest spaces may be used for units with more than one (1) vehicle. The guest spaces are "first come, first serve" and are not reserved for any one unit.
- H. No more than one (1) vehicle per licensed driver, with a maximum of two (2) vehicles per unit.
- I. No loud vehicles, or motorcycles will be permitted, nor is loud music blaring from vehicles permitted.
- J. Car covers must fit properly, no tarps or ill-fitting covers permitted.
- K. Any car leaking oil on the parking areas must be reported to the Board. Pictures and notice of violation will be sent to the owner who must contact a company to remove stain properly at his own cost.

11) Moving Guidelines:

- A. No eighteen (18) wheeler moving trucks will be granted into Kings Point.
- B. Trucks cannot block the entire main entrance. Please leave half of the walkway open for pedestrians and emergency vehicles.
- C. The Lift is not to be used to move boxes, appliances, furniture, etc.
- D. Do not damage buildings, doors, handrails, exit signs, light fixtures, etc. Owners/renters will be charged for damage to common elements.

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Please advise your family, guests, visitors, contractors, tenants and other invitees about the rules and regulations above. You, the owner, will be responsible for any and all fines and legal fees.

I/We the undersigned understand and agree to abide by the Rules and Regulations of the Normandy A Association, Inc.

Unit Number: _____

Signature

Date

Signature

Date

Initials: _____