

**Notification to Normandy K New Unit Owners
And
to Owners Undergoing Renovations**

1. Any, and all additions or changes to the exterior face and back of the Unit must be approved in writing by the Board. Ex: new windows, patio, second sliding door to outside. A complete ARC form should be completed and submitted to Wilson Landscaping & Management Corp. before any work is scheduled. The form can be obtained from Wilson Management by calling (561)637-3402 or by visiting www.wilsonmanagement.net and going to the forms page and selecting the ARC form for the Normandy K Association. Please allow for up to thirty (30) days for processing.
2. All renovations must be completed by a licensed contractor who is required to obtain a permit from Palm Beach County prior to beginning any work.
3. Building permits must be displayed in the front window until the final inspection is completed.
4. Contractors may begin work at 9:00 AM and must stop by 5:00 PM, with no exceptions.
5. Owners are responsible for their contractors and workers:
 - a. All materials from Unit renovations must be removed and taken off Normandy K premises; no construction debris shall be placed in any Kings Point dumpsters;
 - i. Normandy K will assess fines to Unit Owners and contractors will not be permitted to work in Kings Point if they violate this rule
 - b. Walkways to and from the Unit will be cleaned of construction dirt and debris daily;
 - c. Any repairs caused to the Normandy K property by contractors and workers will be repaired under the Boards supervision and charged to the Unit Owner.
6. The walkways are for Unit Owners to be able to move freely, therefore; Contractors are not permitted to use the walkways as workspace.
7. The elevator is for resident use. It is not to move appliances and furniture. Construction materials are prohibited.

Thank you for your cooperation. We all live here, and make this our home, please respect your neighbors by following these rules.

Sincerely,
Board of Directors, Normandy K Association, Inc.

Normandy K's Property Management is: Wilson Landscaping & Management Corp. 1300 N.W. 17 Ave, Suite 270 Delray Beach, FL 33445 Office 561-637-3402 Fax 561-637-3407	Palm Beach County Planning, Zoning and Bldg. Dept 2300 N. Jog Road West Palm Beach, FL 33411 561-233-5000 South County Drop-Off 345 S. Congress Ave Delray Beach, FL 33445 Phone: 561-276-1284 http://discover.pbcgov.org/pzb/building/Pages/Building-Code.aspx
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**Normandy K Association, Inc.
c/o Wilson Landscaping & Management Corp.
1300 NW 17th Ave.
Suite 270
Delray Beach, FL 33445
(561)637-3402 Office (561)637-3407 Fax**

ARCHITECTURAL REQUEST FORM (ARC) NSTRUCTIONS:

Please be sure the following items are complete before returning your Architectural Request Form:

- 1) Completed description of the product being installed and the color of the product on the form.
- 2) Copy of the Contractor's License for the company doing the work.
- 3) Copy of the Liability Insurance for the company doing the work.
- 4) Copy of the Workman's Compensation Insurance for the company doing the work.
- 5) Signature on form for the customer requesting the work to be performed.
- 6) Signature on form for the Representative of the company doing the work.
- 7) Signature on form by the Association Representative.
- 8) Copy of appropriate permit from appropriate City or Palm Beach County.
- 9) Forms should be returned to Wilson Landscaping & Management Corp. to the address above.

Please be sure the form is complete in its entirety, including all signatures listed above, before the work is begun.

**Normandy K Association, Inc.
Architectural Request Form (ARC Form)**

Date: _____
Unit Owner: _____
Address: _____

To be completed by Unit Owner:	
Product to be installed:	Color of product:
_____	_____
_____	_____
_____	_____
_____	_____

To be completed by Company Representative completing the work:	
All necessary permits will be pulled from the County or City by the company and all products will be up to current code. The company is also <u>Licensed and Insured</u> to work in Palm Beach County, Florida.	
Company authorized signature:	_____
Date:	_____
Notes:	_____

Customer Signature: _____

Printed Name: _____

Date: _____

Association Representative Signature: _____

Printed Name: _____

Date: _____