

**APPLICATION for APPROVAL of ALTERATION(S) to unit # \_\_\_\_\_, of  
THE COURTYARDS AT GONDOLA PARK CONDOMINIMUM ASSOCIATION.**

Approval is required for any alteration which may affect the integrity of the building and/or the appearance of the property; or which may impact other units within the building. This form should also be used for informing the association of any other major renovations which may not require approval but which may impact the neighbors.

This proposed alteration is for (please mark applicable item(s)):

- installing lanai enclosure
- installing or replacing flooring
- repair, painting, or replacing unit or garage windows or hardware
- repair, painting, or replacing entrance doors or hardware
- repair, painting, or replacing personal access, or overhead, garage doors or hardware
- installing hurricane protection devices such as shutters or screens  
(see "specifications for hurricane protection devices" on the owner's web page)
- repair of interior walls between units (they may be painted without approval)
- major renovations to kitchens or bathrooms (for information only, not for approval)
- other exterior features (please specify) \_\_\_\_\_

**Please provide a complete description of the proposed alteration(s) by attaching a detailed scope of work, material specifications, and sketches and/or drawings.** The following page provides information about certain alterations.

Note: No owner is allowed to alter in any way common elements, such as, landscaping, walkways, railings, exterior walls, or roofs, without specific approval. These requirements are specified in the DECLARATION OF CONDOMINIMUM, article 13.5, and by State Statute, 718.111c.

**Whether or not the alteration(s) require association approval, the owner must:**

**Assure that the work will comply with all codes and regulations, and existing condominium documents.**

**Assume full responsibility for the work, including, but not limited to, obtaining permits.**

**Indemnify and hold harmless The Gondola Park Condominium Association, Inc. for any claims arising out of this action, including any damage to the elevator or other common elements. (These elevators have sensitive doors and are primarily for passengers and not freight, so large, heavy items may cause the doors to go off track.)**

**Assure that all debris from the work will be kept clear from the walkways and elevators at all times, and properly disposed of. A separate application to the Board of Directors is required for leaving a dumpster overnight.**

**Observe work hours of 8 am to 6 pm.**

**Provide the contractor's license and certificate of liability insurance (if a contractor is used).**

**For work which requires Association approval:**

**Work shall not commence until approval is received.**

**Work must begin within 30 days of approval.**

**Changes after initial approval must be resubmitted and approved. The owner confirms that the contractor agrees to stop all work until any proposed changes are approved.**

**Denied applications can be appealed to the Board.**

**Please submit the completed application to the property manager (an incomplete application may be returned for completing and resubmission).** Failure to obtain prior approval may result in the owner having to remove the alteration at the owner's expense.

Property Manager: Argus Management of Venice, Inc., 1062 E.Venice Ave, Venice, Fl 34285

941.408.7413; [Melissa@ArgusVenice.com](mailto:Melissa@ArgusVenice.com)

**Owner(s): \_\_\_\_\_ date \_\_\_\_\_**

**email: \_\_\_\_\_ phone \_\_\_\_\_**

**Association Approval \_\_\_\_\_ date \_\_\_\_\_**

**APPLICATION for APPROVAL of ALTERATION(S) (continued)**  
**THE COURTYARDS AT GONDOLA PARK CONDOMINIUM ASSOCIATION.**  
**GUIDELINES for CERTAIN ALTERATION to UNITS**

These guidelines are intended to help owners understand some of the more important features so any alterations have a minimum impact on the building and the neighbors. Compliance with these guidelines does not exempt the owner from receiving approval, and assuming full responsibility for the work, including, but not limited to, obtaining permits.

**BUILDING DESIGN** - The floors of these buildings consist of hollow core, precast concrete panels covered by a thin layer of concrete. As the buildings age the floors develop small cracks between the panels. These cracks are not visible and of no consequence in interior rooms, which are covered with some type of finish flooring. However, in locations such as lanais, where the floors are exposed to rain, the floors may develop leaks. Additionally, the floors transmit impact noise (such as from walking) and environmental noise (such as from a TV). See "INTERIOR FLOORING" below.

The load bearing walls are made of concrete blocks. Any alteration to these walls may affect the structural integrity of the building.

**LANAI ENCLOSURE** - The doors on lanai enclosures should align with the posts of the screens for best appearance, and should sit directly on the concrete and not on any flooring. **Doors installed on flooring may have water leaks under the flooring or through the joints.** Rain water will become trapped between the screen footing and the enclosure footings. Weep holes should be provided in the screen footing to allow the water to drain outside. Enclosures installed before these reviews were conducted are grandfathered, but must be corrected if a problem occurs. The manufacturer must provide drawings and/or sketches showing the general configuration of the doors.

**LANAI FLOORING** – Lanai floors are susceptible to rain water, whether or not there is an enclosure, because the enclosures are generally not completely water tight. Any visible floor cracks should be repaired before the pads and flooring are installed. Pads installed in lanais should have a good quality moisture barrier, in addition to meeting all criteria discussed below under "INTERIOR FLOORING".

**INTERIOR FLOORING** – Any floor covering must be installed on a sound absorbing pad which has the ability to bridge the cracks. The units have a gypsum board ceiling which helps absorb sound. Therefore a good quality pad should be able to meet the following criteria:

A minimum Impact Insulation Class (IIC) rating of 60 or higher, or a delta IIC rating of 20 or higher, to reduce foot traffic noise.

A minimum Sound Transmission Class (STC) rating of 60 or higher, to reduce airborne noise.

**WINDOWS** – Hurricane protection devices are discussed in a separate document. If a unit owner decides to replace windows, they must conform to the latest code requirements for hurricane protection. These windows must look as much like the existing windows as possible in color, number of panes, etc. The window manufacturer must provide drawings and/or sketches showing the general configuration of the windows, especially the layout of the panes.

**ENTRANCE DOORS** – New handlesets must work with the existing key so management can access the unit in an emergency. The replacement handleset must look as much like the original as possible. Kwikset offers a lifetime warranty to the original owner on the original set, so an owner may wish to contact Kwikset to see if they are eligible for a replacement. The original is "Kwikset Arlington Single Cylinder Handleset w/Lido Lever featuring SmartKey in Antique Brass". "SmartKey" means these can easily be rekeyed to fit the existing key. Other handlesets may be used if they look similar to the existing and the original key works.

Many owners like to upgrade to an electronic lock. These are available in the same model but may come only in Venetian Bronze, which is a similar color. Such locks must still be able to use the old key for emergency access.

White retractable screens may be installed without approval.

**GARAGE PERSONAL ACCESS DOORS** – Replacement garage personal access door knobs must look as much like the original as possible and must be able to use the old key for emergency access. Kwikset makes knobs with "SmartKey" which allows the lock to be adjusted to the old key. Others may do the same.

**OVERHEAD GARAGE DOORS** – Repair or replaced overhead doors must look as much like the original as possible.