



**c/o Elliott Merrill Community Management**  
**835 20<sup>th</sup> Place, Vero Beach, FL 32960**  
**Phone: (772) 569-9853; Fax: (772) 569-4300**  
[stephaniem@elliottmerrill.com](mailto:stephaniem@elliottmerrill.com)

**APPLICATION FOR EXTERIOR MODIFICATION**

Owner submits herewith detailed plans and specifications for the proposed installation and agrees to submit such additional information and details as may reasonably be required. Owner further agrees to the following terms and conditions:

- The installation must comply with all applicable laws, regulations, ordinances and codes and with the Association's Rules and Regulations.
- Only licensed contractors shall be used; the Association shall be provided with the names, addresses and telephone numbers of contractors and suppliers for the project. A certificate of insurance shall be supplied to the association listing Ocean Towers of Vero Beach, Inc. as an additional insured.
- Owner shall be responsible for all costs of performing the installation and of the future maintenance and upkeep of the installation. Owner shall be responsible to the Association and to other unit owners for any damage or detriment that may suffer which is caused by the installation or its construction, upkeep or maintenance. Neither the Association nor any unit owners shall have any responsibility to Owner, or to one another, for any damage or detriment so caused.
- Work shall not be commenced on the project until after the Association has delivered to Owner a copy of this application, endorsed for authorization to proceed. The authorization to proceed shall become null and void if the work is not commenced within 60 days after such delivery. The premises shall be restored to original condition if the installation project is commenced but not completed.
- The installation shall not be deemed completed or approved and accepted by the Association until the Association has delivered to owner a copy of this application endorsed for approval and acceptance of completed project. The Association shall have the right to inspect the installation project at any time before such approval and acceptance.

In order to simplify and expedite the processing of this application, Association may delegate its powers and authority hereunder to a committee of one or more directors, officers or unit owners of the Association or to a representative of the Community Management (or equivalent) organization retained by the Association. Owner's sole redress for any grievance in connection with the Association's handling of this application and the related approval procedures shall be to petition the Association's Board of Directors. The Board of Directors' decision on the matter shall be final and conclusive.

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Signature of Unit Owner

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Date



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Any proposed change or restoration of any nature to the exterior of any building e.g. windows, hurricane shutters, doors, painting, decking, etc. must be submitted in detail, in writing, with a drawing and name of construction company hired to do the work to the Board of Directors. Any proposed change to any exterior component of the buildings of Ocean Towers must first receive prior written approval by the Board of Directors before the work shall commence. Exterior Paint material specifications can be obtained from Elliott Merrill Community Management.

Date \_\_\_\_\_ Planned Start Date of Improvement \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Ocean Towers Address \_\_\_\_\_ Email \_\_\_\_\_

Request is hereby submitted for the following exterior modification at the above-referenced property:

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Note: Sample of color, material, or renderings and dimensional drawings (height, width, length, elevation, setbacks) must be submitted where applicable to requested improvement.

Board of Directors Approval/Comments:

Date \_\_\_\_\_ ☐ Approved \_\_\_\_\_ ☐ Denied \_\_\_\_\_

Comments:

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**PLEASE NOTE OWNERS ARE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITTING WHEN APPLICABLE, A COPY OF WHICH SHOULD BE INCLUDED WITH THIS APPLICATION. A COPY OF THE FINAL PERMIT INSPECTION APPROVAL DOCUMENT ISSUED BY INDIAN RIVER COUNTY MUST BE SUBMITTED TO COMPLETE APPROVAL PROCESS.**