

TOWN SHORES OF GULFPORT  
# 212 THE DIPLOMAT CONDOMINIUM ASSOCIATION

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Unit # \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_

**Diplomat Building ACR (Architectural Change Request)  
Policies, Procedures and Application Process**

An ACR is required for most remodeling projects. Enclosed with this cover letter are the various forms that must be completed, signed and returned to the Diplomat Building Committee before approval for your work can be granted. Please provide as much detail as possible to help eliminate the need for the building committee to contact you for more information, thereby delaying approval and commencement of your work. **Note: All contractors must be licensed in Pinellas County and insured for the work they will be doing.**

**ALL ACR APPLICATIONS REQUIRE A \$500.00 REFUNDABLE DEPOSIT,  
returned after final inspection approval**

**Any damage to common areas must be satisfied before a deposit is refunded.**

The following information is provided to clarify the requirements for several ACR projects. You may also refer to the “Diplomat Unit Repairs and Renovations – When Do I Need an ACR” for a more detailed listing.

**Replacement Windows and Hurricane Shutters:** All shall be white in color and **double hung**. Sliding windows are not allowed on the front of the building. All windows and shutters must meet both local and state hurricane impact codes and must be in compliance with all local building codes. Windows and hurricane shutters must be installed by a licensed, insured contractor and require a Gulfport Building Permit. **Note:** Maintenance, repair and replacement costs of windows and shutters are the sole responsibility of the owner.

**Front and Rear Doors:** Maintenance, repair and replacement costs are the responsibility of the owner including locks and handles. If an owner wishes to install a new front or rear door, the owner must follow these policies and procedures and will be responsible for all costs. All replacement doors shall be the six-panel design approved by the building committee. New doors must be painted the same color as existing doors, meet both local and state hurricane impact codes and be in compliance with all local building codes.

**Storm/screen Doors:** All storm/screen doors shall be the approved type and will be white in color. **See addendum for additional information.** Installation requires a licensed insured contractor. **Note:** Maintenance, repair or replacement of storm/screen doors is the sole responsibility of the owner.

**Interior Modifications:** Most unit projects require Building Committee approval. In these cases the owner must submit detailed information with this ACR that outlines the proposed modifications.

Modifications or renovations must comply with all state and local building codes.

- 1) Most electrical and plumbing work must be done by licensed insured contractors. See the “Diplomat Unit Repairs and Renovations – When Do I Need An ACR” form
- 2) Installation of tile or wood flooring requires the owner to install soundproofing material which meets or exceeds an IIC-STC 60 rating. The owner must submit soundproofing material specifications with his/her ACR. Wood and vinyl floors cannot be glued to the floor surface. Carpet with padding does not require soundproofing rating.

**Exterior Modifications:** No changes or additions to the exterior of the building or to common property are allowed. Patios are the responsibility of the owner and are governed by Diplomat Patio Guidelines. All other exterior areas are the sole responsibility of the association.

**Air Conditioning and Furnace Replacement:** Complete the ACR form and obtain Board approval before scheduling this work. Contractors must be licensed and insured. No debris is to be left on the roof. Emergency replacement of HVAC systems is permitted, but your contractor must obtain a permit on the next business day.

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This packet contains one copy of the “ACR” form, one copy of the “**Diplomat Building Architectural Change Request Policies, Procedures and Application Process**” form, two copies of “**Requirements for Contractors Doing Work in the Diplomat Building**” form, two copies of the “**ACR Addendum for Kitchen Remodels**” form and two copies of the “**Requirements for Unit Owners Doing Work in the Diplomat Building**” form. Additional forms may be required for some projects. You may want to make additional copies of all forms for your records.

**Before Beginning any Work:**

- 1) Work with your contractor to complete the ACR.
- 2) Sign the ACR
- 3) Read and sign this “ACR Policies and Procedures” form.
- 4) Read and sign the “Requirements for Unit Owners” file copy and *keep the owners copy*.
- 5) Go over the “Requirements for Contractors” form with your contractor and have him sign the file copy and *keep the Contractors copy for his records*.
- 6) Read and sign any additional forms required for your project.
- 7) Return the ACR form, the signed file copy of the “ACR Policies, Procedures and Application Process”, the signed file copy of the “Requirements for Contractors” form, the signed file copy of the “Requirements for Unit Owners” form and any additional forms required for your project. Include copies of the contractor’s license and proof of liability insurance. *Attach your deposit check made to Town Shores of Gulfport #212 for \$500.00.*
- 8) Return all of the above to a Building Committee representative.

**The building committee will notify you within 10 days that your ACR has been approved, or if there are any questions, they will meet with you to clarify the problem and solve any issues.**

Once the ACR has been approved your contractor can apply for any required building permits. Once the permit(s) are issued, affix them to the kitchen window with the writing facing out and provide a copy to the ACR representative. At that point the work on your unit may begin!

**IMPORTANT:** When you contract to have work performed on your unit, **you** are responsible for any damage caused by your contractor. This includes, but is not limited to, damage to the parking lot, walkways and lobbies, elevators, walls and roof. Please be sure to meet and accompany your contractor/workers, so that you can oversee the unloading, work and loading throughout your home project. Remember, it is your responsibility to see that our building is not damaged and that no construction debris is dumped in our trash room. While we all share costs, it is not fair to ask your neighbors to pay for damages caused by your construction and maintenance projects.

Thank You,

**Diplomat Board of Directors and the Diplomat Building Committee**

I agree to follow the Diplomat policies and procedures as outlined in the ACR packet, Blue Book and Red Book. I understand that I am responsible for the costs of any damages to the Diplomat Building or property caused by my contractor and/or home project.

\_\_\_\_\_  
Print Name (owner)

\_\_\_\_\_  
Signature (owner)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Unit # \_\_\_\_\_

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**ARCHITECTURAL CHANGE REQUEST (ACR)**

Owners Name: \_\_\_\_\_ Date: \_\_\_\_\_ Unit # \_\_\_\_\_  
Local Address: \_\_\_\_\_ Phone Number : \_\_\_\_\_  
Other Address: \_\_\_\_\_ Phone Number : \_\_\_\_\_  
Owners Email: \_\_\_\_\_

**Description of Project**

( Use lines below or attach additional documents for specifications, details and drawings.)

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**Contractor Information**

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ License Number: \_\_\_\_\_  
Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_

*( You must attach a copy of the Contractor's license and liability insurance certificate.)*

Gulfport Permit Number (where required): \_\_\_\_\_

( See reverse to provide information for additional contractors.)

**THE DIPLOMAT MUST RECEIVE A COPY OF  
ALL PERMITS BEFORE WORK BEGINS**

**Unit Owners Affidavit**

I have read the governing documents and the policies and procedures of Town Shores of Gulfport, No. 212 Inc. Diplomat House and agree to abide by same. No work will commence without the approval of the Board of Directors or its representatives. After completion of the work, I agree to provide the Diplomat with a copy of all required building permits, signed by the City Inspector.

\_\_\_\_\_  
Signature of Owner \_\_\_\_\_  
Date

The Building Committee will respond to this request within 10 days.

Received \$500.00 deposit check payable to Town Shores of Gulfport # 212 # \_\_\_\_\_

Approved by the Building Committee \_\_\_\_\_ Date \_\_\_\_\_

Insufficient information. Please resubmit with the following: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Not Approved for the following reasons: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

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ARCHITECTURAL CHANGE REQUEST (ACR) cont.

Additional Contractor Information

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ License Number: \_\_\_\_\_  
Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_  
*( You must attach a copy of the contractor's license and liability insurance certificate.)*  
Gulfport Permit Number (where required): \_\_\_\_\_

Electrical Contractor Information

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ License Number: \_\_\_\_\_  
Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_  
*( You must attach a copy of the contractor's license and liability insurance certificate.)*  
Gulfport Permit Number (where required): \_\_\_\_\_

Plumbing Contractor Information

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ License Number: \_\_\_\_\_  
Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_  
*( You must attach a copy of the contractor's license and liability insurance certificate.)*  
Gulfport Permit Number (where required): \_\_\_\_\_

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Requirements for UNIT OWNERS Doing  
Work in the Diplomat Building

It is the intent of these requirements to maintain the building and prevent any damage to common areas.

When a homeowner is having work done in his/her unit by a contractor, both the homeowner and the contractor have responsibilities. This document outlines those responsibilities.

**Owner Responsibilities**

- 1) Ensure that remodeling does not cause damage to the building including, but not limited to, walkways, railings, elevators and lobby floors. Be responsible for any damage or mess incurred to the building or any of the common areas caused by the contractor. The homeowner is financially responsible for correcting any damage.
- 2) Restore all common areas including, but not limited to, walkways, elevators, lobbies and parking areas affected by the work to the condition existing before the restoration. **Your contractor must clean all common areas affected by their work at the end of each day.**
- 3) The owner must be in residence during remodeling to manage his/her contractor(s) or designate another person with authority to ensure that these requirements are followed.
- 4) The owner is responsible for their contractor obtaining permits for any work that requires a permit, and to use licensed and insured contractors.
- 5) Insure that all permits are displayed in a front window or storm door. Once work is completed a signed copy of all permits must be submitted to the building committee to be attached to the ACR.
- 6) The owner shall accompany all HVAC contractors to the roof and ensure that no damage is done to the roof and that all cartons, components and debris are removed from the roof.

I understand these requirements are part of the ACR process and have reviewed these requirements and will ensure these conditions are met.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit #

Thank You,

Diplomat Board of Directors

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Diplomat Board of Directors

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Requirements for CONTRACTORS Doing  
Work in the Diplomat Building

The Diplomat Building spends a considerable amount of time and money to maintain the building. It is the intent of these requirements prevent damage to the common areas.

- 1) Notify the Building Committee with the project start date.
- 2) Secure all building permit(s) prior to beginning work and place a copy in the kitchen window
- 3) **Do not use the walkways for construction activities**, such as cutting tile, metal or wood. Electrical power is available at the ground level, and cutting may be done outside of the 1<sup>st</sup> floor lobby between the building and the bay. **Clean the area each day after using.**
- 4) Use only the padded elevator or central staircase to move materials to and from the unit. All materials including drywall must be sized to fit in the elevator or up the stairwell. **No materials may be lifted over the railings. Clean the elevator, lobbies and stairway immediately after use.**
- 5) **Use only a platform truck or cart with inflatable tires to move materials.** Carts with solid tires can damage the walkway surface.
- 6) Work may only be done Monday through Friday between 8AM and 5PM.
- 7) **Do not turn off the power to the fire system sounders without first moving the sounder into a powered outlet.** If all power to the unit is to be turned off contact a Building Committee member 24 hours in advance of shutting off the power to have the sounders placed in a storage buss.
- 8) **No smoking in the common areas, parking lots or landscaped areas.** *The Diplomat is a smoke free property.* You are permitted to smoke in your vehicle or your client's unit only.
- 9) **Park in the guest parking along Shore Blvd.** The contractor parking spots are for loading and unloading only and have a 30-minute parking limit. Parking across any walkway is prohibited. Your vehicles must be moved to the guest parking as soon as materials are unloaded.
- 10) Do not block the lobby with materials or equipment.
- 11) Do not store items in the elevator lobby areas or on the walkways.
- 12) Cover the walkways during the removal and installation of windows and doors to prevent caulking material from adhering to the walkway.
- 13) **Clean all affected common areas at the end of each work day.**
- 14) Remove all remaining construction material from the project and dispose of the material in contractor owned containers. **No material may be disposed of at the Diplomat.**
- 15) **Parking under the portico is not permitted** under any circumstances.
- 16) HVAC contractors must remove cartons, components and debris from the roof and close the roof door.

I/We understand these requirements are part of the ACR process and have reviewed these requirements and will ensure these conditions are met.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

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