

Resolution Adopting the Unit Alteration & Renovation Policy

RESOLUTION OF THE BOARD OF DIRECTORS

[NAME OF CONDOMINIUM ASSOCIATION]

ADOPTING THE UNIT ALTERATION & RENOVATION POLICY

I. INTRODUCTION

This Resolution formally adopts the Unit Alteration & Renovation Policy governing all construction, renovation, and modification activities performed within units and limited common elements of the Association. The policy ensures compliance with Florida Statute 718, the Florida Building Code, and the Association's governing documents.

II. RECITALS

WHEREAS, the Association is responsible for maintaining the structural integrity, safety, and proper functioning of the condominium property, including all common elements and shared building systems; and

WHEREAS, alterations performed within individual units may affect plumbing stacks, electrical risers, fire-safety systems, structural components, and other common elements; and

WHEREAS, unauthorized or improperly supervised work may expose the Association to significant legal, financial, and insurance liabilities; and

WHEREAS, the Board finds it necessary to establish a clear, uniform, and enforceable policy governing all unit alterations, renovations, contractor requirements, permitting, inspections, and compliance procedures; and

WHEREAS, the Board deems it appropriate to delegate day-to-day oversight of alteration applications, permit verification, contractor credentialing, and compliance monitoring to the Property Manager and, where appointed, the Architectural Review Committee (ARC).

III. RESOLUTION

1. Adoption of Policy

The Board hereby adopts the Unit Alteration & Renovation Policy, attached hereto as *Exhibit A*, as the official policy of the Association.

2. Architectural Review Committee (ARC)

If appointed, the ARC is authorized to:

- Review alteration applications
- Require architectural or engineering plans when appropriate
- Ensure compliance with the Florida Building Code and Association rules
- Issue written approvals or denials
- Coordinate with the Property Manager on permit verification and inspections

ARC decisions must be based on objective standards and applied uniformly.

3. Delegation to Property Management

The Property Manager is authorized and directed to:

- Verify permit requirements for all proposed work
- Confirm contractor licensing, liability insurance, and workers' compensation
- Maintain alteration records and documentation
- Issue stop-work orders for unauthorized or unsafe activity
- Coordinate inspections and ensure permits are properly closed
- Enforce violations in accordance with the Association's governing documents

4. Owner Responsibilities

Unit owners must:

- Submit a complete Alteration Application Package
- Obtain written approval before beginning any work
- Use licensed and insured contractors
- Provide copies of permits before work begins
- Schedule and pass all required inspections
- Correct violations at their own expense

Owners are financially responsible for all damages caused by their contractors or alterations.

5. Enforcement

The Board may impose fines, suspend use rights, require corrective action, or pursue legal remedies-including mandatory injunctions-against any owner or contractor who violates the Unit Alteration & Renovation Policy.

6. Recordkeeping

All alteration applications, approvals, permits, inspection reports, and violation notices shall be

maintained as part of the Association's official records in accordance with HB 1021 and Florida Statute 718.

7. Effective Date

This Resolution shall take effect immediately upon adoption and shall remain in force until amended or rescinded by the Board.

IV. CERTIFICATION

I, the undersigned Secretary of the Association, hereby certify that the foregoing Resolution was adopted by the Board of Directors on the ___ day of _____, **20**.

Secretary, Board of Directors

[Name of Condominium Association]

Exhibit A

Unit Alteration & Renovation Policy (Attach full policy text here.)