

**Jupiter Harbour Condominium Association, Inc.**  
**Architectural Review Board**  
**Amended and Restated Guidelines and Procedures**

The following architectural guidelines and procedures (the “Guidelines”) are established pursuant to the Consolidated and Amended Declaration of Condominium, the By-Laws, and the Articles of Incorporation of Jupiter Harbour Condominium Association, A Condominium, and provide a framework within which the Architectural Review Board of Jupiter Harbour Condominium Association, Inc. (JHCA) can make its decisions and recommendations to the JHCA Board of Directors. Well thought out and consistently enforced architectural requirements and rules help maintain uniformity, which in turn helps support the highest market values of the condominium units.

The role of the Architectural Review Board is to assure that the building exterior of and the exterior views of the units as well as the Unit interiors meet certain standards and guidelines. The guidelines and standards set out in this document supersede and replace all existing architectural guidelines, standards and criteria established for Jupiter Harbour Condominium Association. Unless defined in this document, the terms used in this document shall have the same meaning assigned to them in the Declaration of Condominium.

The Guidelines have been created to maintain as well as enhance the value and appearance of Jupiter Harbour. They are intended to encourage architecturally attractive improvements and be consistent in appearance. Another purpose is to ensure interior modifications or improvements do not jeopardize the safety or soundness of the Building or impair any of the easements established or reserved by the Declaration. Most importantly, they serve to protect the Association and Unit Owners from undue liability arising out of the improvements or in connection with any construction activity. When making improvements or material replacements, Unit Owners need to conform to these guidelines.

All requests for exterior modifications or improvements, replacement materials and interior renovations, modifications, improvements or additions are reviewed by the Association on an individual basis utilizing these guidelines based on the original design intent and overall aesthetics including any prior Board of Directors approvals. The Architectural Review Board acknowledges building materials are constantly changing and may approve new materials wherever they can be appropriately integrated with the original architectural plan of the community. Requiring adherence to uniformity standards does not prohibit changes. The Association establishes standards and specifications that include maintainability, durability, color, style, make and model so that all changes are uniform.

The Architectural Review Board must also look at the improvement's effect on common areas and/or other units, and whether the improvement could cause leaks, unacceptable increases in noises, heat, limit ingress or egress access, or create other problems.

## I. ARCHITECTURAL STANDARDS

A. Restrictions on Improvements. The following restrictions and requirements shall apply to Improvement on the Unit:

1. Except as expressly provided in Paragraph I.F, no enclosure, window, exterior door, antenna or other type of sending or receiving apparatus, sign, display, exterior decoration or color change, shrubbery, material topographical or landscape change, or any other exterior improvements to a Unit, Limited Common Elements or Common Elements, whether temporary or permanent, structural, aesthetic or otherwise (collectively referred to as "improvements") shall be commenced, erected or maintained, unless and until the plans and specifications showing the nature, kind, shape, height, color, materials and locations of the improvements shall have been approved in writing by the Architectural Review Board and Board of Directors. These same requirements apply to interior modifications/improvements.
2. The Architectural Review Board and Board of Directors shall establish the criteria for approval of improvements, which shall include and require, at a minimum:
  - a. Substantial uniformity of color, location, type, and design in relation to existing Unit improvements.
  - b. Comparable or better quality of materials as used in existing improvement on or in the Unit.
  - c. Ease of maintenance and repair.
  - d. Adequate protection of subject Unit, the Association, and the Owners from liability and liens arising out of the proposed improvements.
  - e. Preservation of Owners' sight lines.
3. Ultimately, Board of Directors shall be the sole judge of whether such criteria are satisfied. The Architectural Review Board renders a recommendation based upon the Guidelines and their judgement. The Architectural Review Board gives their recommendation on approval, conditional approval, tabling or disapproval to the Board of Directors.

4. Improvements shall not encroach upon another Unit or the Common Elements.
- B. Review Procedures. The following procedures shall govern requests for improvements. Additional procedures, applications or submission requirements may be required where clarification is necessary.
1. Detailed plans, specifications, and related information regarding any proposed improvement, in form and content acceptable to the Architectural Review Board along with and a completed Application (Exhibit "B"), shall be submitted to the Architectural Review Board at least thirty (30) days prior to the projected commencement of construction. No improvements shall be commenced prior to Board of Directors approval!
  2. The Board of Directors shall give the Owner written notice of approval, conditional approval or disapproval. If the Association fails to approve, conditionally approve, table or disapprove within thirty (30) days after receipt of said plans and specifications, and all other information requested by the Architectural Review Board, then approval shall be deemed to be granted; provided, that the improvements are done in accordance with the plans, specifications and related information which were submitted to the ARB.
  3. If no request for approval is submitted but an owner proceeds with modifications on their own, approval shall be deemed to be denied.
  4. Even if the improvement proposed by an Owner meets the following criteria and guidelines, the Architectural Review Board may recommend to deny the request for the improvement, based upon the decision-making authority of the Architectural Review Board. The final disapproval, however, is rendered by the Board of Directors.
  5. Except in the case of a declaration of emergency by the Board of Directors of Jupiter Harbour Condominium Association, Inc., any project requiring Architectural Review Board approval, no demolition is permitted until such approval has been received.
  6. A damage and compliance deposit based upon the construction value shall be submitted by the Unit Owner with the ARB Application and Contractor Work Approval Forms. Checks should be made payable to the Jupiter Harbour Condominium Association, Inc. Deposits are refundable 30 days after final inspection and approval by the Association. Should the initial deposit not be sufficient to cover damages (repair, replacement or to clean) or violation deductions, then the JHCA Property Manager may stop the project until additional funds are deposited. The required deposit schedule is as follows, based upon the construction value:
    - \$250 up to \$2,500, a \$250.00 deposit required
    - \$2,501-\$10,000, a \$500.00 deposit
    - \$10,001-\$25,000, a \$750.00 deposit
    - \$25,001 & up, a \$1,000 deposit

C. Remedies for Violations. Deposit funds shall be disbursed to the Association for the cost to repair, replace, or to clean as appropriate, in the judgment of the Association Property Manager. Violations of rules will be deducted from the deposit as follows: 1<sup>st</sup> violation - \$100.00, 2<sup>nd</sup> violation - \$200.00 and any subsequent violations - \$300.00 each and work must stop. If the Owner does not remedy the violation, then the Association may undertake any measures, legal or administrative, to enforce compliance with these Guidelines and shall be entitled to recover from the Owner causing or permitting the not a legal action is started. Additional remedies for violations are governed by the By-Laws of Jupiter Harbour Condominium Association, Inc. Section 8.

D. Owners Responsibility/Indemnity. The Owner who causes an improvement to be made, regardless of whether the improvement is approved by the Architectural Review Board or Board of Directors, shall be responsible for the construction work and any claims, damages, losses, or liabilities arising out of the improvements. The Owner, and not the Association, is responsible for ensuring any improvement complies with any restriction, guideline or requirement imposed by any governmental authority having jurisdiction over any portion of the Property. The Owner shall hold harmless, indemnify, and defend the Association, and its officers, directors and committee members, from and against any expenses, claims, damages, losses or other liabilities, including without limitation attorney's fees and costs of litigation, arising out of (1) any improvement which violates any governmental law, codes, ordinances, or regulations, (2) the adequacy of the specifications or standards for construction of the improvements and (3) the construction of the improvements.

E. Construction Hours: The Board of Directors have approved construction hours for all residential contractors for the following time periods:

Monday - Friday: 8:30 am to 5:30 pm (Vehicles must be off premise by 6:00 pm)

Saturday: 9:00 am to 2:30 pm (Vehicles must be off premise by 3:00 pm)  
Except no work is permitted in season from November 15<sup>th</sup> to May 15<sup>th</sup>. [rev. 09/27/2022]

Sunday: Absolutely no work.

A half (1/2) hour off work time to clean up and leave property.

Contractors may arrive on site one half (1/2) hour prior to the above start times for planning purposes only. No noise before 8:30am on weekdays and 9:00am on Saturdays.

Only emergency services will be permitted, such as, but not limited to, A/C service technicians if the air conditioning unit is not working and emergency plumbing service.

- F. Antenna, Satellite or Cable: The Architectural Review Board may require that any requested antenna or satellite be installed within the confines of the Unit's Terrace or the Unit itself so as to minimize its visibility from other Units and otherwise camouflage its appearance. No cable of any kind may be run on the exterior of the building. The Architectural Review Board shall have authority to impose further, reasonable requirements consistent with law.

The installation of the following antennas in a Unit, may be approved as permitted by applicable law: These antennas include Direct Broadcast Satellite (DBS) dishes that are less than one meter (39.37") in diameter, television broadcast stations (TVBS) and antennas used to receive MMDS (multichannel multipoint distribution – or wireless cable). The FCC rules prohibit non-safety restrictions that (1) unreasonable delay or prevent installation, maintenance or use, (2) unreasonable increase the cost of installation, maintenance or use, or (3) preclude reception of an acceptable quality signal. Such installation shall be subject to all governmental laws, codes and ordinances, including any limit on the height of television broadcast antennas. The Owner shall perform and pay for the installation, maintenance and repair of the installation. This section may be amended to remain current with FCC rules without notice. Effective 1/22/1999, the rule also applies to rental property where the renter has an exclusive use area, such as a balcony or patio. Effective 10/25/1990, the rule applies to customer-end antennae that receive and transmit fixed wireless signals.

## II. SPECIFIC CRITERIA TO BE USED BY THE ARCHITECTURAL REVIEW BOARD FOR CERTAIN IMPROVEMENTS.

The Owner may also be required to meet additional criteria or guidelines set by the Architectural Review Board or Board of Directors, as a condition for approval of the request.

### A. EXTERIOR

1. Hurricane Shutters. In addition to the Architectural Review Board Application, a hurricane shutter application (Exhibit "C") must be submitted to the Architectural Review Board.
  - a. Scope: These specifications establish the minimum requirements for the technical requirements, type of selection, aesthetics, installation and approval of newly authorized hurricane protection or storm shutters.
  - b. General: Jupiter Harbour Condominium Association takes no position regarding the installation of hurricane protective products nor makes any recommendation regarding the type, brand or installer. JHCA does encourage owners to install

hurricane protective materials to help protect the owner's unit, adjoining owner's unit as well as the building. Unit owners wishing to install such systems do so at their own risk and expense. The installation of all hurricane protection systems henceforth will be in conformity to the specifications outlined below and be compliant with current South Florida Building code and local government wind load and building codes. Any Unit Owner wishing to install hurricane protection products shall apply to the Association in writing and receive written approval from the Board of Directors prior to installation.

- c. Definition: "Storm Shutters" or "Hurricane Protection" products shall mean any device, installation, equipment or appliance permanently or temporarily attached in any manner to any portion of the building, so as to be visible from the exterior of the building, the main purpose of which is to protect against storm damage, wind damage, or wind driven rain and/or projectiles.
- d. Approval Process: Any Unit Owner desiring to install hurricane protection shall apply to the Association in writing, using the Architectural Review Board Application (Exhibit "B") and a hurricane shutter application (Exhibit "C"). All specification requirements must be met prior to approval. The application shall be accompanied by the type of protection system, the materials and color, attachment methods, specific location of shutter to be installed, installer proof of Florida occupational license as well as proof of Liability (\$1 million) and Workers Compensation (\$500,000) Insurance and written certification that the product complies with applicable building codes. Additional information may be requested by the Architectural Review Board or Board of Directors as they deem necessary.
- e. Technical Specification: The materials, equipment, installation and construction used shall conform in all respects with the requirements of construction established by South Florida Code with regard to hurricane wind loads and structural performance. Impact resistance of materials must meet all Florida Building Codes, as amended from time to time. All products must be shown to have been tested and approved to meet those Code requirements. Only those systems that meet the minimum materials, attachments and aesthetic considerations described herein, may be permitted or approved.
- f. Approved Hurricane -Type Protection Systems.
  - (1) Accordion Shutters. These shutters open and close horizontally and are the most common hurricane protection permitted.
    - (a) Materials - Aluminum. Must conform to South Florida Building Codes.
    - (b) Location - (1) terraces - either against the interior of the screen frames, or against the sliding glass doors. (2) windows - shutter may be placed 5" above and 5" below window edges; (3) side balcony - either against the interior of the screen frames (or if no frames exist then on the outer edge of the balcony), or against the sliding glass doors; (4) front door- against the exterior

of the door.

- (c) Color - (1) terrace against screen frames must be bronze or if the protection is placed against sliding glass doors - then either bronze or ivory; (2) windows - ivory only.
- (2) Roll Down Shutters and Sun Shades. These shutters open and close vertically and may be driven manually or by electric motor.
- (a) Materials - Roll formed aluminum, Armor Screen, galvanized steel or extruded and reinforced PVC. The segments of the panel are guided by tracks and are actuated by gear driven rollers or in case of Armor Screen, hemcorp rollup system. A motor driven system must have a manual override attached.
  - (b) Color - Exterior must be Bronze. The interior color may be either bronze or ivory. Armor Screen - black screening and bronze housing box and rails.
  - (c) Location - Roll Down shutters meeting the technical specifications must be placed on the header above and before the screen frames in the terrace. Armor Screen Roll-up system is approved for rear and side terraces only.
  - (d) Sun shades are not considered "hurricane protection" and are recommended to be in the up position if a tropical storm with expected winds of 50 mph approaches. However, sun shades must go through the Application and Approval process.
- (3) Hurricane Resistant Windows and Sliding Glass Doors. A Unit Owner will be allowed to replace their original windows and sliding glass doors with hurricane-related windows and doors meeting the technical specifications detailed by the South Florida Building Code, Florida Building Code and local government building codes.
- (a) Materials: Laminated glass; stainless attachment devices only.
  - (b) Location: Any window or sliding door.
  - (c) Color: Color of window & slider door frames must be bronze. Glass color may be tinted bronze soft-coat, preferable low-e for energy savings. Check tint we approve.
  - (d) Dimensions: Must match existing windows and doors. See door specifications for front door replacement. (Paragraph II.A.2 and Exhibit "A")
- (4) Removable Panels. Panels may be installed on a temporary basis on doors and windows, except those that require bucket truck access or roof access for installation. Panels may be put up upon announcement of a hurricane watch for this area and must be removed within ten days after the evacuation notice is lifted.

- (a) Materials: The panels may be plywood, reinforced plastic, Armor Screen or aluminum panels. They must be attached with fasteners that assure the panel will not become a flying projectile in meeting the technical specification wind loads.
  - (b) Location: In case of an approaching hurricane, removable plywood can be placed on any window or door. No plywood, aluminum, reinforced plastic, Armor Shield can be installed that requires a bucket truck access or roof access for installation. In non-emergency cases, only aluminum panels and reinforced plastic may be installed for the front door with Architectural Review Board and Board approval. Armor Screen may be placed on any approved opening (sliding doors, windows with the required ledge or the front door).
  - (c) Color: Plywood - Natural. Reinforced plastic, Armor Screen or aluminum panels for windows must be ivory, and panels for sliders must be bronze.
  - (d) This option is an emergency use only and should not be considered permanent. All repairs to stucco or the building must be completed to the satisfaction of the Board of Directors.
- (5) Exception: Aluminum panels have been approved as a permanent hurricane protection for Unit Bahama 101/201 due to the grandfathering of the units' layout and the unique hurricane protection needs that layout presents.
- g. Use Requirement: All Owners who have hurricane protection installed must close their shutters when the National Hurricane Center posts a "Tropical Storm Warning." If the owner is not present to do so, they must make arrangements to have them closed.
- h. Terms and Conditions for Approval specific to hurricane protection.
- (1) All costs in conjunction with the installation of hurricane protection are the responsibility of the Owner. The Owner is responsible for obtaining all necessary building permits, insurance requirements and confirming contractor has adhered to all building codes. The Owner is responsible for any damage to the common elements or other property.
  - (2) The Owner is responsible for restoring the product area to its original condition when, and if, the hurricane protection is removed.
  - (3) The Owner must install and maintain the safety and appearance of the hurricane protection. The Association may, as permitted by the Declaration of Covenants and Restrictions of Jupiter Harbour Condominium Association, have the right to repair or maintain the system upon the Owner's failure to do so.
  - (4) The Owner must uphold their obligations under these terms and conditions or as specified by the Architectural Review Board or Board of Directors written



approval. Should the Owner fail to uphold their obligations, then Owners or their successors in title agree to allow the Association access to the unit for maintenance, repair or restoration and pay the cost of work including attorney fees should the Association be required to bring into action to enforce provisions of this document.

- i. Hurricane Shutter Replacement
  - (1) Even if hurricane shutters are being installed to replace existing shutters, ARB approval is required.
  - (2) Hurricane shutter installation requires a Town of Jupiter permit.
  
- 2. Storm or Screen Door: Front entrance storm or screen door to be full view with two equal sections or a two panel with molded kick plate matching in style to the Andersen Forever HD 2000 or Andersen HD Ultra Core Triple Track Door\* or Tradewinds Full/Mid-view Door. See Exhibit A. The Association does not require a specific manufacturer but uses specific manufacturer style as an example of the approved style.
  - a. Color: White
  - b. Exterior hardware: White, Black or Brushed Nickel plated. Stainless steel attachment devices.
  - c. Exterior trim paint color: Painted to match the trim color of the building (specified in Section II. A. 3. b. below).
  - d. Height: 6'8" or 8'
  - e. Grillwork: prohibited
  - f. \*Additional specifications: Minimum thickness of 1"; Two panels with or without a kick plate; Installation must be performed professionally using shims to provide greater strength and support.
  
- 3. Front Door. Front entrance doors may be replaced with either a six-panel solid door, two-panel door or a Flush solid door. See Exhibit "A".
  - a. Material: Fir or Fiberglass. Fiberglass doors are permitted if the door may be professionally sealed on the top and/or bottom, if altered. Glass is prohibited, except where grandfathered in Unit Bahama 101/201. The Association does not require a specific manufacturer but uses specific manufacturer style as an example of the approved style. Other Schlage and SimpliKey locks are options include electronic keypad lever with flex lock. A backup manual key must be provided to the Association.

- b. Color: The door must be painted Benjamin Moore, Creme Fleece, P24-1B.
  - c. Measurements: Width: 3', Height: 6'8" or 8'. If the entire door and jamb are replaced, an out-swing door is required by code.
  - d. Locks: Deadbolt lock - Schlage B series security deadbolt, model BR262N, 626, single cylinder; Residential knob - Schlage A series, model Orbit, 626, grade 2. Lever handles in brushed nickel or chrome (anti-tarnish) are approved. Schlage, Model Elan, 626, grade 2. Examples may be found in Exhibit "A."
4. A/C - Water Heater (Utility) Door: Flush fir door or Solid Fiberglass door.
- a. Material: Fir or Fiberglass Flush. Solid Fiberglass doors are permitted.
  - b. Color: The door must be painted Benjamin Moore, Frappe, AF-85, P24-1B
  - c. Measurements: Width: 3', Height: 6'8".
  - d. Locks: Residential knob - Schlage A series, model Orbit, 626, grade 2. Lever handles are approved - Schlage, Model Elan, 626, grade 2. Examples may be found in Exhibit "A."
5. Terrace Storage Room Door:
- a. Material: Wood or Fiberglass. Door must match existing style.
  - b. Color: The door must be painted Benjamin Moore, Frappe, AF-85, P24-1B
  - c. Measurements: Width: 3', Height: 6'8". Wood door specifications: 1¾" L/L wood door, 4 9/16 Jamb, Stainless steel hinges, Aluminum threshold, single bore, std. lock preparation. Fiberglass door specifications: Sm FG with either a 1 or 2 louver (20" x 20") insert(s), pt 4 9/16" PVC Jamb, SS hinges, Aluminum threshold, single bore, std. lock prep. [amended 8/23/11]
  - d. Locks: Residential knob - Schlage A series, model Orbit, 626, grade 2.
6. Carport Storage Room Door:
- a. Material: Fir or Fiberglass Flush. Doors must have top vent 20"x20".
  - b. Color: The door must be painted Benjamin Moore, Frappe, AF-85, P24-1B.
  - c. Measurements: Width: 3 ft. Height: 6 ft 8 in.
  - d. Locks: Residential knob – Schlage A series, model Orbit, 626, grade 2.

7. Solar Sun Shades. These shades roll up and down (to screen railing or full length) manually. An application is required and Approval of the ARB Committee & Board of Directors. See Exhibit "C".

- a. Materials: Shade - weather proof vinyl; Bottom bracket tie down - hook & eye or lexam hold down bracket; Bracket screw holes in the terrace ceiling must be caulked. Frame or ceiling mounting brackets - weather proof material (stainless steel, aluminum, etc.).
- b. Screen Color - Black, charcoal or bronze (other names for these colors are often used by manufacturers to make the color (such as calling black "chocolate") sound nicer. White, blue, red, purple, etc. will not be permitted. Thus, a color sample of the shade must be attached to the application.
- c. Location to top mount: Within front edge (from screen frame) of terrace edge to 15" maximum off screen.
- d. Sun shades to be placed in the up position when unit is vacant or during storm or hurricanes. Section width of sun shades must conform to the existing column or screen frames.

8. Planter Maintenance. Measures must be taken to prevent water leaks which originate from within the planters into the units of under the new walkway waterproofing membrane. In addition, the planters must maintain a neat and orderly appearance.

- a. Waterproofing material: All planters must be lined with an ARB approved waterproofing liner prior to April 1, 2016.
- b. Contents
  - (1) There must be no objects in the planter which could puncture the waterproofing material.
  - (2) There must be no material in the planter which could attract termites.
  - (3) All live plants in the planter must be in a pot, and every pot must be in a catch basin to prevent water overflow.
  - (4) Plants in the planter must not attach to the building.
  - (5) Planter contents must not extend beyond the planter area or onto the walkway.
  - (6) Contents of the planter must be maintained by the owner (i.e. dead plants must be removed immediately).

9. Walkway Maintenance:

- a. Plant watering must not wet the walkway.
- b. No objects other than "Welcome" mats may be placed on the walkways.
- c. Any adornment that attaches to the stucco, with the exception of unit numbers, must be approved by the ARB.

B. **INTERIOR**

1. General: The installation of all material will be in conformity to the specifications as outlined in the proposal and be compliant with current State of Florida, Palm Beach County and Town of Jupiter building codes. The Unit Owner is responsible for obtaining all necessary permits are required by the Town of Jupiter.

2. Approval Process: Any Unit Owner desiring to renovate their Unit shall apply to the Association in writing, using the Architectural Review Board Application (Exhibit "B"). The application shall be accompanied by two sets of construction plans, the materials specifications to be installed, the necessary Contractor Work Approval Forms submitted (one for each Company or Contractor to be on the job), installer proof of Florida occupational license as well as proof of Liability (\$1 million) and Workers Compensation (\$500,000) Insurance and written certification that the products used complies with applicable building codes, where necessary. Exhibit "D" contains unit layouts of each unit type. Additional information may be requested by the Architectural Review Board or Board of Directors as they deem necessary.

3. Contractor Choice: Jupiter Harbour Condominium Association takes no position regarding the choice of contractors nor makes any recommendation regarding the types or brands of materials. Unit owners make improvements to their Units at their own risk and expense. Contractors who fail to maintain neat construction sites or create nuisances may be banned by the Board of Directors from doing business within the confines of Jupiter Harbour Condominium property including individual units or may be subject to other conditions.

4. Types of Renovations or Improvement

a. Total Unit renovation with or without a General Contractor:

(1) Scope of Work: Total Unit renovation includes but is not limited to flooring replacement, terrace floor replacement, kitchen and bathroom cabinetry removal and replacement, door replacement, appliance removal and replacement, plumbing and or electrical work, HVAC reconfiguration, drywall removal & reinstallation, fire sprinkler alterations, ceiling removal and reinstallation, interior wall removal or installation and painting/wallpapering.

(2) Sound proofing: Specific soundproofing requirements are as follows:

In all Units, all rooms and hallways shall be carpeted with a reasonably good grade of carpeting and padding to prevent noise from the Unit from being transmitted outside the Unit. Other flooring may be installed on adequate soundproofing material only with prior written consent of the Board of Directors pursuant to the following procedures and criteria:

- i. A request for written permission must be accompanied by specifications for installation over a Sound Control Underlayment System ("SCUS") underlying the flooring and the installation must comply with the following:
  - ii. The SCUS must meet an Impact Installation Class ("IIC") rating (measurement of footstep noise that is blocked between floors) of 70 or greater and a Sound Transmission Class ("STC") (airborne noise) of 70 or greater as installed as defined by the Florida Building Code.
  - iii. The SCUS must include perimeter isolation material between the floor covering material and all walls and other vertical surfaces to ensure that impact noises are not transmitted into a space below or above or to an adjacent Unit either directly through the floor slab or by flanking through the surrounding walls. The complete system must provide for the IIC and STC ratings as set forth above.
  - iv. In addition to all other remedies contained in the Declaration and Bylaws, any installation in violation of this subsection shall be subject to removal by the Association and the cost thereof shall be the responsibility of the violating Unit Owner.
  - v. Florida Building Code does not require soundproofing on the ground floor unit, hence no soundproofing will be required on the ground floor. Second, third, fourth and fifth floor units must use sound proofing.
- b. Unit renovation including kitchen and/or bathrooms:
- (1) Scope of Work: Unit renovations for kitchens and or bathrooms include but are not limited to removal of cabinetry, counter tops, faucets, total kitchen appliance replacements, kitchen soffit, bathroom fixtures (toilets, shower or tub removal and replacement), lighting, electrical

re-wiring.

- (2) Kitchen renovations: All "built in" cooking devices (microwave, cook-top, ovens, etc.) must be properly vented to the main building exhaust stack.
  - i. The route of the exhaust duct should be as short and straight as possible to avoid reducing air flow of the fan with 90 degree turns in the duct. The minimum required exhaust fan cfm for any cooking device is 250 cfm.
  - ii. Each installation must be inspected by the Property Manager or

Board representative to confirm the exhaust system allows the cooking device to exhaust to the stack prior to closing up the access to each end of the duct. As the exhaust stack is fire rated, the duct connection to the main exhaust stack must be a 2-hour rated fire duct with a back-draft damper located between the cooking device and the stack. The ARB application must indicate the strength of the exhaust fan to document minimum of 250 cfm.

c. Replace flooring (includes tile and wood floors):

- (1) Scope of Work: Removal of existing flooring whether carpet, laminate, tile or wood flooring and then replacement with new materials whether carpet, laminate, tile or wood flooring.
- (2) Sound proofing: Specific soundproofing requirements are as follows:

In all Units, all rooms and hallways other than kitchens and bathrooms shall be carpeted with a reasonably good grade of carpeting and padding to prevent noise from the Unit from being transmitted outside the Unit. However, other flooring may be installed on adequate soundproofing material only with prior written consent of the Board of Directors pursuant to the following procedures and criteria:

- i. A request for written permission must be accompanied by specifications for installation over a Sound Control Underlayment System ("SCUS") underlying the flooring and the installation must

comply with the following:

- ii. The SCUS must meet an Impact Installation Class ("IIC") rating of 70 or greater and a Sound Transmission Class ("STC") of 70 or greater as installed, as defined by the Florida Building Code.
- iii. The SCUS must include perimeter isolation material between the floor covering material and all walls and other vertical surfaces to ensure that impact noises are not transmitted into a space below or above or to an adjacent Unit either directly through the floor slab or by flanking through the surrounding walls. The complete system must provide for the IIC and STC ratings as set forth above.
- iv. Ground Floor. Florida Building Code does not require soundproofing on the ground floor, hence, soundproofing will not be required.
- v. Terraces.
  - 1. Terrace tile replacement
    - a. ARB approval is required if the entire terrace is to be retiled or resurfaced in any manner.
    - b. All the original thin set must be removed.
    - c. Sika Flex waterproofing agent must be applied under or over the new thin set.
    - d. There must be a 1/2" – 1" gap between the tile and screen frame to allow water drainage. There must be a 1/8" – 1/2" weep holes in the screen frame every 2'.
  - 2. While terraces are to be waterproofed, no sound proofing material is required on the ground floor terrace.
  - 3. *New terrace tiles may not be installed on top of existing tiles. The requirements listed above must be followed.*
  - 4. *Side porch terrace tiles may be painted with appropriate water proofing paint.*
- vi. In addition to all other remedies contained in the

Declaration and Bylaws any installation in violation of this subsection shall be subject to removal by the Association and the cost thereof shall be the responsibility of the violating Unit Owner.

- d. Replace cabinetry: Removal and replacement of any cabinetry in the Unit must be approved by the Architectural Review Board and the Board of Directors. Elevation and layout plans must be submitted with the Application.
  
- e. Replace plumbing: A certified and Florida licensed Plumber must submit construction plans detailing the plumbing to be addressed. Should the Improvement effect the Common Area plumbing, the Association shall have the option to contract with the Plumbing Contractor of choice for a second opinion at the Unit Owners expense of the effects of the Improvement on the Common Elements of the Association. Existing main sanitary drain lines must be exposed and inspected for damage or deterioration during renovation. The Association Property Manager must inspect these drain lines before the walls are closed.
  
- f. Unit painting only: The Architectural Review Board and/or Board of Directors written approval is not required for a Unit Owner to paint the interior of their Unit. The contractor must complete a Contractor Work Approval Form (Exhibit "B") and submit the form to the Property Manager for approval. Any Painting of the Unit must be performed by either a Florida licensed and insured Painting Contractor or the Unit Owner themselves. Specific care is to be taken to ensure no cleaning of materials will be performed on the Common Area of the Association.



C. **APPROVED PAINT COLORS**

The current approved Benjamin Moore Paint products and colors are as follows:

- ▶ Exterior masonry: Product #: 410-1, Color: AF-85, Frappe
- ▶ Building ceilings: Product # 410-1, RM White
- ▶ Terrace ceilings: Product # 410-1, 410-1, JH Beige (color match to existing)
- ▶ Railings: Product #P24-4B, Color: 2111-10, Deep Taupe
- ▶ Doors (Front): Product #P24-1B, Color: Cream Fleece
- ▶ Doors (Utility, carport, common areas): Product # P24-1B, Color: AF-85 Frappe
- ▶ Doors (Terrace): Product #P24-1B, Color: JH Beige (color match to existing)
- ▶ Terrace walls & ceiling: Product #410-1, Color: JH Beige (color match to existing)
- ▶ Window & screen frames: Product #39-427, Color Deep Bronze

Jupiter Harbour Condominium Association, Inc.

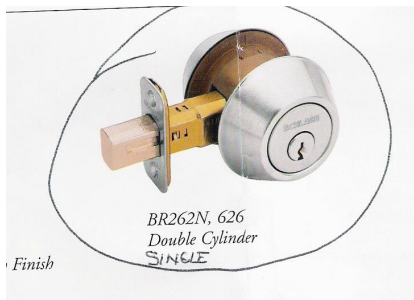
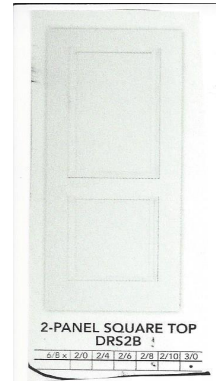
Architectural Review Board

Exhibit "A" to the Guidelines and Procedures

Sample of Front Door (6 panel)

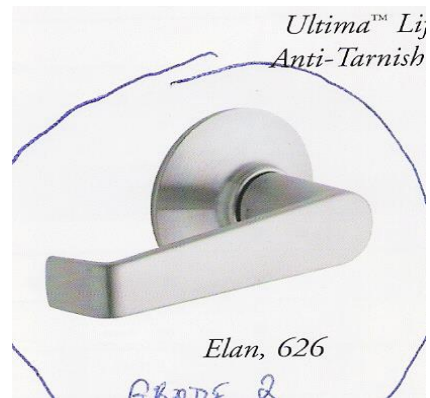
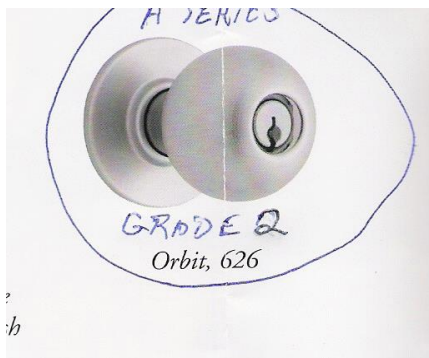


Two panel Front Door



Sample of deadbolt lock

Sample of Residential locks



## Electronic Locks

Schlage FE595 – Electronic Keypad Lever with Flex Lock with backup key



## SimpliciKey Door Locks



Exhibit "A" to the Guidelines and Procedures

(Continued)

Storm & Screen Doors

Full view with two equal sections

Andersen Forever HD 2000 Andersen

Mid-View Two equal panels with molded kick plate

HD Ultra Core Triple Track Door

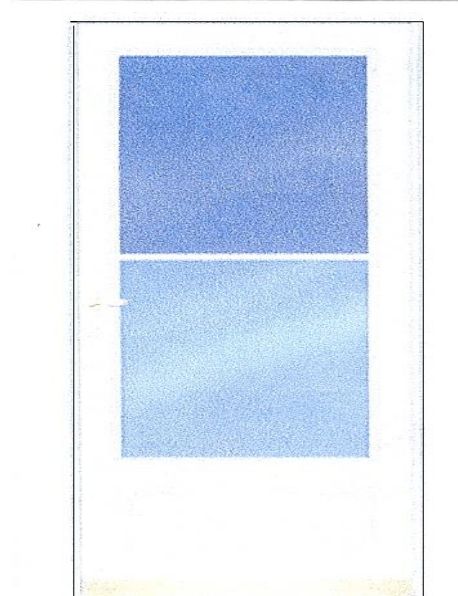
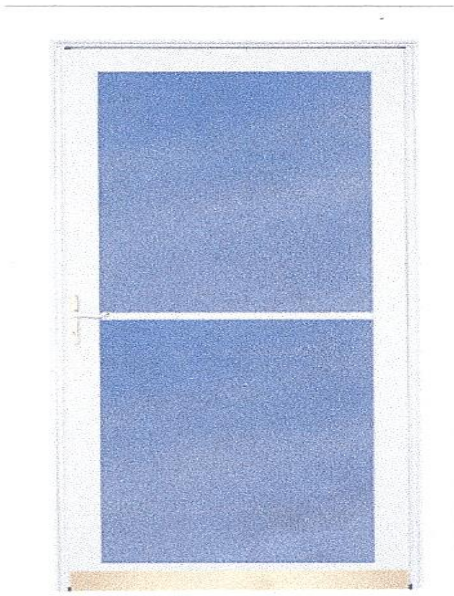


Exhibit "B"

JUPITER HARBOUR CONDOMINIUM ASSOCIATION, INC.  
Architectural Review Board (ARB) Application  
For all Modification(s) or Improvement(s)

**Owner Information**

Owner(s) Name: \_\_\_\_\_

Address: (if seasonal) \_\_\_\_\_

Building: \_\_\_\_\_ Unit: \_\_\_\_\_

Day telephone: \_\_\_\_\_ Evening telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Contractor Information**

General Contractor and Contact Person: \_\_\_\_\_

Contractor Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Approval is hereby requested to make the following modification(s) or improvement(s) as described and depicted below, and on additional attached pages as necessary.

- Detail such as dimensions, materials, color, design, size, location and other pertinent data must be specified.
- A detailed contract from the contractor(s) and a layout with annotations of the work to be performed **must** be attached.
- Copies of the Town of Jupiter permits, if required, or permit applications, must be attached. The owner in concert with the contractor must speak with the Town Building Department to determine if Structural, Plumbing, Electrical, Mechanical or Building Permits are required.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Association refers to: Jupiter Harbour Condominium Association, Inc. (JHCA) and Jupiter Harbour Property Owners Association, Inc. (POA or Master Association).

ARB refers to: Architectural Review Board, JHCA.

Manager refers to Community Association Manager or Board designee.

Attachments provided:

\_\_\_\_\_ Completed Application

\_\_\_\_\_ Initial Damage and Compliance Deposit based upon contract value of work. Please make your check payable to Jupiter Harbour Condominium Association. A non-refundable \$100 cleaning fee will be assessed for any work which requires dry wall removal/installation, popcorn removal or tile work. After the \$100 cleaning fee is assessed, the remainder of the deposit will be refunded if the Manager and ARB Committee deem that no damage has occurred.

\$250 Up to \$2,500:	\$250.00
\$2,501-\$10,000:	\$500.00
\$10,001-\$25,000:	\$750.00
\$25,000 plus:	\$1,000

\_\_\_\_\_ Copy of Contract(s) or Proposal from contractor. Include copy of Florida license and insurance [liability (\$1 million dollars) and workman's comp. (\$500,000.)

\_\_\_\_\_ List of Contractors and all persons who will be entering Community

**TERMS OF AGREEMENT TO PERFORM WORK:**

I understand and will comply with the following guidelines. **Each item must be initialed by the owner.**

\_\_\_\_\_ No project may commence prior to unit owner receipt of written approval by JHCA Board of Directors. If work commences without approval, a fine in accordance with Florida Statute will be levied by the Board of Directors. (Florida Statute is warning, allowing for time for correction, violation letter and then fine.)

\_\_\_\_\_ As approved work proceeds, if the owner and/or contractor determine that additional renovations are desired and/or needed, an amended application detailing the changes must be submitted to the Manager for an additional review by the ARB Committee.

\_\_\_\_\_ All work to be completed by a Florida licensed and insured contractor.

**Construction hours are as follows:**

**Monday - Friday: 8:30 am to 5:30 p.m.** All vehicles must be off premises by 6:00 p.m.  
**Saturday: 9:00 a.m. to 2:30 p.m.** All vehicles must be off premises by 3:00 p.m.  
**Sunday: Absolutely no work**  
**Contractors may enter ½ hour earlier than above start times for planning purposes**

\_\_\_\_\_ The use of the Association dumpster or trash chute is **strictly prohibited**. All construction and repair trash must be removed **daily** from the premises, including any boxes, packing material, appliances, furniture, or residual material.

\_\_\_\_\_ All exterior walkways, elevator floors and parking lots may not be blocked and must be cleaned **daily** and be free of dirt, dust or debris.

\_\_\_\_\_The storage or placing of construction materials on common area property or any area that is visible from the road at any time is **strictly prohibited**.

\_\_\_\_\_Owner is responsible for complying with all Easements, State, County and City building codes and to obtain all applicable permits.

\_\_\_\_\_The Jupiter Harbour Condominium Association shall be "held harmless" for any and all incidents or damages that may arise during or after the project.

\_\_\_\_\_I (we) will abide by the decision of the Architectural Review Board and the Board of Directors.

\_\_\_\_\_If owner's request is not approved, or work performed is different than approved by the ARB, owner understands and agrees, by signing below, that owner will be required to restore area back to its original condition. Unit owner may also be subject to legal action by the Association and that owner shall be responsible for all reasonable attorney fees and costs.

\_\_\_\_\_Once approval has been obtained and prior to commencement, unit owner, Contractor and Manager shall meet on site for a preconstruction walk through of the site. Photographs are to be taken of the area noting current condition and any existing damage. All parties must initial agreement to condition and damage (if any).

\_\_\_\_\_When the Alterations/Construction is complete, a final walk through shall take place between unit owner, Contractor and Manager to determine if any damage has occurred to neighboring units, grounds or common areas.

\_\_\_\_\_DEPOSIT: Full or partial forfeiture of deposit will occur if Manager determines that damage to common areas occurred or if cleaning of common areas was not completed on a daily basis. Violation of the rules shall result in a forfeiture of \$100 for the first violation, \$200 for the second violation and \$300 for each additional violation and work must stop. Additional damage and compliance deposit will be required during project, if it is determined that the initial deposit is insufficient to cover the costs of damage, or cleaning or violation deposit forfeitures. Project will stop to obtain additional deposit. This deposit will be returned if all of the Association's conditions are satisfactorily met and a successful Association final walk through is completed.

\_\_\_\_\_Owner further acknowledges that the Manager has the right to stop any and all workers should they perform outside the improvements or alterations as approved by the Board of Directors, or if common areas sustain damage, if they are not cleaned daily as required, if they exhibit inappropriate behavior as determined by the Property Manager.

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Time Frame for Completion: \_\_\_\_\_ # Days: \_\_\_\_\_

IF CHECKED BELOW, THE FOLLOWING CONDITIONS OF APPROVAL MUST ALSO BE ADHERED TO:

\_\_\_\_\_ ALL dumpsters must be removed from site before each weekend, by 6 p.m. Friday.

\_\_\_\_\_ Construction vehicles may park in an area determined by the Board or Manager. This area may change at the discretion of the Property Manager.

\_\_\_\_\_ Hurricane Season: Once a Hurricane Watch announcement is made - All tools and materials must be removed from the job site or adequately secured in an enclosed area. All dumpsters must be removed. By signing this form, the Unit Owner acknowledges and agrees to reimburse Association for any and all expenses incurred by Association in its efforts to secure and protect units from damage which may be caused by Unit Owner's contractor's failure to secure or remove materials, etc. Unit Owner expressly holds the Association and its designated representative harmless from any and all claims while implementing this action.

INSTRUCTIONS: Complete all pages of this form and submit to the Property Manager along with all applicable attachments. The Property Manager will then forward to the ARB committee. The ARB committee will review and inform the owner if they require any additional information. The JHCA Board will then review, approve, conditionally approve, reject or request further information. If needed, the application will then be forwarded to the POA (Master Association) for final approval, or rejection or request for further information. A copy of the approval will then be mailed to the Owner and modifications, alterations or improvements may begin. The Approved Conditions document must be posted on an exterior window or door before work commences.

The Manager has the right to stop work if the above conditions have not been met.

Enforcement: The primary responsibility for enforcement of the Guidelines and violations falls upon the Association Manager. However, the Manager may utilize the services of the ARB Committee Chairperson to assist with enforcement and inspections, if needed.

\_\_\_\_\_  
Date of Request

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

To be completed by Property Manager

Initials

Date

\_\_\_\_\_ ARB: Approved/Denied/ Conditionally Approved/None (Circle one)

\_\_\_\_\_ BOARD: Approved/Denied/ Conditionally Approved/None (Circle one)

Completion:

Estimated start date: \_\_\_\_\_ Est. Completion date: \_\_\_\_\_

Revisions: \_\_\_\_\_

Deposit:

Deposit Received: \$ \_\_\_\_\_ Check #: \_\_\_\_\_



Paid by: \_\_\_\_\_

Value of Project: \$ \_\_\_\_\_

Violations/Inspection:

Date	Contractor	Description	Amount deducted

September 28, 2021 Approved

**Jupiter Harbour Condominium Association, Inc.**

**Contractor Work Approval Form (1/2018)**

Approval Property  
Manager: \_\_\_\_\_

One form per Individual Contractor must be completed. Entry into the Community will not be permitted unless the Gate is presented with this completed form and initialed by Property Manager.

Unit: \_\_\_\_\_ Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Corporation Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Worker(s) Names: \_\_\_\_\_

Contractor understands that the Unit Owner agrees to pay an initial refundable deposit with the ARB form. This fee will be returned providing all of the conditions are satisfactorily met and with the Association's approval of the work performed. Contractor understands that additional fees will be assessed should any damage caused by any work or workers are greater than the initial deposit or any of the following conditions not be upheld. Contractors and all workers further agree to abide by the Rules as set forth in the ARB Approval for all modifications or improvements and specifically including, but not limited to the following:

**Construction hours are as follows:**

**Monday - Friday: 8:30 am to 5:30 p.m. All vehicles must be off premises by 6:00 p.m.**

**Saturday: 9:00 a.m. to 2:30 p.m. All vehicles must be off premises by 3:00 p.m.**

**Sunday: Absolutely no work**

**Contractors may arrive ½ hour before start times for planning purposes. No noise before the above stated start times!**

2. Any damage, destruction or defacement to the elevators or any part of the buildings **will not be tolerated**. Elevator pads and floor protection must be in place while work is on-going. **A twenty-four (24) hour notice to the Manager is required for pad installation. Call the Manager at 561-743-1293.**

3. The use of the Association dumpster or trash chute is **strictly prohibited**. All construction and repair trash must be removed **daily** from the premises including any boxes, packing material, appliances, furniture, or residual material.

4. The on-site cleanup of all tools and equipment including cleaning of paint brushes, rollers and wash buckets is **prohibited**. All tool and equipment cleanups must be performed off site.

5. All exterior walkways, elevator floors and parking lots may not be blocked and must be cleaned **daily** and be free of dirt, dust or debris prior to leaving the job.

6. The storage or placing of construction materials on common area property or any area that is visible from the road at any time is **strictly prohibited**.

7. The Contractor acknowledges that the Property Manager has the right to stop any and all workers should they perform outside the improvements or alterations as Approved by the Board of Directors or exhibit inappropriate behavior as determined by the Property Manager.

8. Failure to abide by the above regulatory regulations will result in the following:

- A. **Full of Partial FORFEITURE OF DEPOSIT.**
- B. **ADDITIONAL CHARGES FOR ANY AND ALL REPAIR WORK & CLEAN UP TO THE COMMON AREAS INCURRED BY THE ASSOCIATION DUE TO DAMAGE CAUSED BY CONTRACTOR OR WORKERS.**
- C. **REMOVAL OF YOUR PRIVILEGES TO WORK IN THIS COMMUNITY.**

Contractor Signature \_\_\_\_\_ Print name \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Numbers (Cell) \_\_\_\_\_ (Office) \_\_\_\_\_ (Fax) \_\_\_\_\_

Return to: Rosemarie von Zabern, Manager, Jupiter Harbour Condominium Association, Inc. Office: 561-743-1293, fax: (561) 748-6255

Exhibit "C"

Jupiter Harbour Condominium Association, Inc.

Hurricane Shutter or Sun Screen Application

Unit type: "A" Unit

Type: Hurricane Shutter: Accordion \_\_\_\_ or Roll Down \_\_\_\_  
Sun Shade Roll Down \_\_\_\_

Operation: Manual \_\_\_\_ Electric \_\_\_\_

Location of Hurricane Shutters:

Window \_\_\_\_ This option is for accordion shutters only.

Screened Terrace: choose one of either option and circle color

Placement of shutters inside next to sliding doors \_\_\_\_ Choose color: Ivory or Bronze

Placement of shutters inside next to screen framing \_\_\_\_ . This option is for accordion, roll down or sun shade shutters. Color must be Bronze exterior.

Complete detail showing location of Hurricane Shutters (window or terrace) or Sun Screens (terrace only), using bold slashes ( - - - ) to indicate location.

Prepare and submit in duplicate. This form is in addition to the Architectural Review Board Application. All proof of Florida licenses and insurance as well as a copy of contract must be attached.

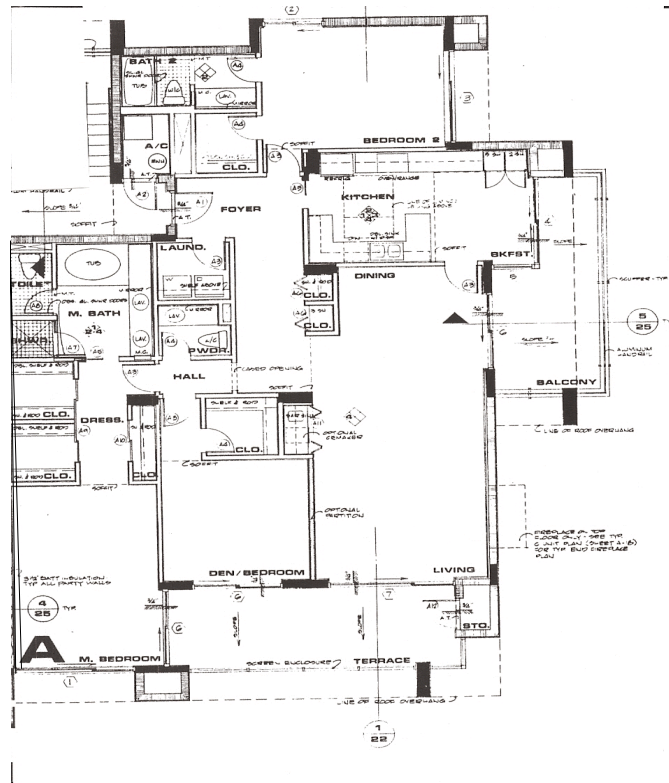


Exhibit "C"

Jupiter Harbour Condominium Association, Inc.

Hurricane Shutter or Sun Screen Application

Unit type: "B" Unit

Type: Hurricane Shutter: Accordion \_\_\_\_\_ or Roll Down \_\_\_\_\_  
Sun Shade Roll Down \_\_\_\_\_

Operation: Manual \_\_\_\_\_ Electric \_\_\_\_\_

Location of Hurricane Shutters:

Window \_\_\_\_\_ This option is for accordion shutters only.

Screened Terrace: choose one of either option and circle color

Placement of shutters inside next to sliding doors \_\_\_\_\_ Choose color: Ivory or Bronze

Placement of shutters inside next to screen framing \_\_\_\_\_

This option is for accordion, roll down or sun shade shutters. Color must be Bronze exterior.

Complete detail showing location of Hurricane Shutters (window or terrace) or Sun Screens (terrace only), using bold slashes (---) to indicate location.

Prepare and submit in duplicate. This form is in addition to the Architectural Review Board Application. All proof of Florida licenses and insurance as well as a copy of contract must be attached.

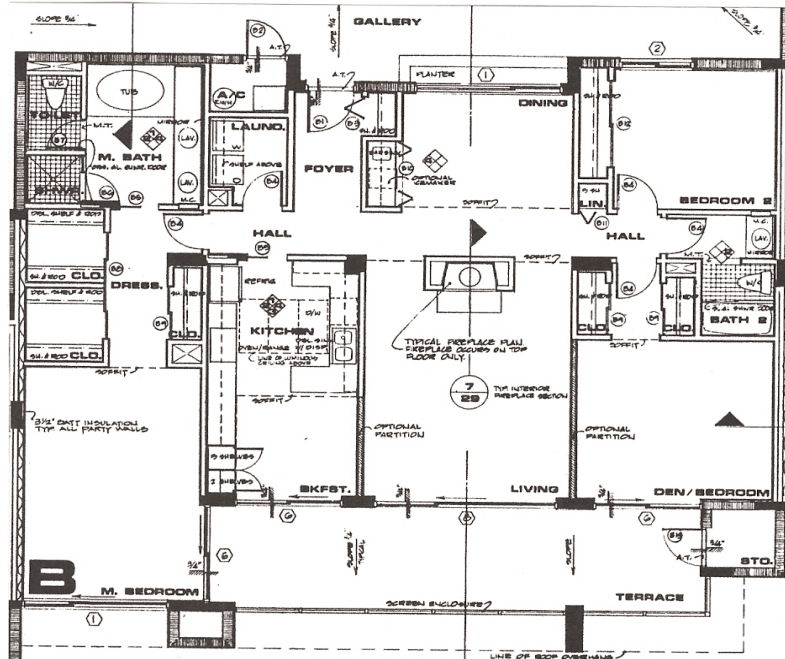


Exhibit "C"

Jupiter Harbour Condominium Association, Inc.

Hurricane Shutter or Sun Screen Application

Unit type: "C" Unit

Type: Hurricane Shutter: Accordion \_\_\_\_\_ or Roll Down \_\_\_\_\_  
Sun Shade Roll Down \_\_\_\_\_

Operation: Manual \_\_\_\_\_ Electric \_\_\_\_\_

Location of Hurricane Shutters:

Window \_\_\_\_\_ This option is for accordion shutters only.

Screened Terrace: choose one of either option and circle color

Placement of shutters inside next to sliding doors \_\_\_\_\_

Choose color: Ivory or Bronze

Placement of shutters inside next to screen framing \_\_\_\_\_.

This option is for accordion, roll down or sun shade shutters. Color must be Bronze exterior.

Complete detail showing location of Hurricane Shutters (window or terrace) or Sun Screens (terrace only), using bold slashes (- - -) to indicate location.

Prepare and submit in duplicate. This form is in addition to the Architectural Review Board Application. All proof of Florida licenses and insurance as well as a copy of contract must be attached.

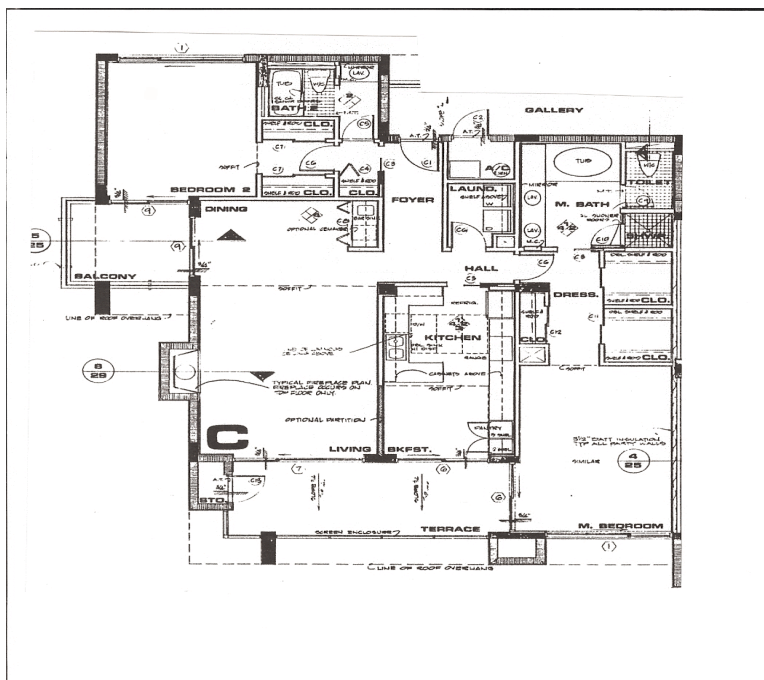


Exhibit "C"

Jupiter Harbour Condominium Association, Inc.

Hurricane Shutter or Sun Screen Application

Unit type: "D" Unit

Type: Hurricane Shutter: Accordion \_\_\_\_\_ or Roll Down \_\_\_\_\_  
Sun Shade Roll Down \_\_\_\_\_

Operation: Manual \_\_\_\_\_ Electric \_\_\_\_\_

Location of Hurricane Shutters:

Window \_\_\_\_\_ This option is for accordion shutters only.

Screened Terrace: choose one of either option and circle color

Placement of shutters inside next to sliding doors \_\_\_\_\_ Choose color: Ivory or Bronze

Placement of shutters inside next to screen framing \_\_\_\_\_. This option is for accordion, roll down or sun shade shutters. Color must be Bronze exterior.

Complete detail showing location of Hurricane Shutters (window or terrace) or Sun Screens (terrace only), using bold slashes (---) to indicate location.

Prepare and submit in duplicate. This form is in addition to the Architectural Review Board Application. All proof of Florida licenses and insurance as well as a copy of contract must be attached.

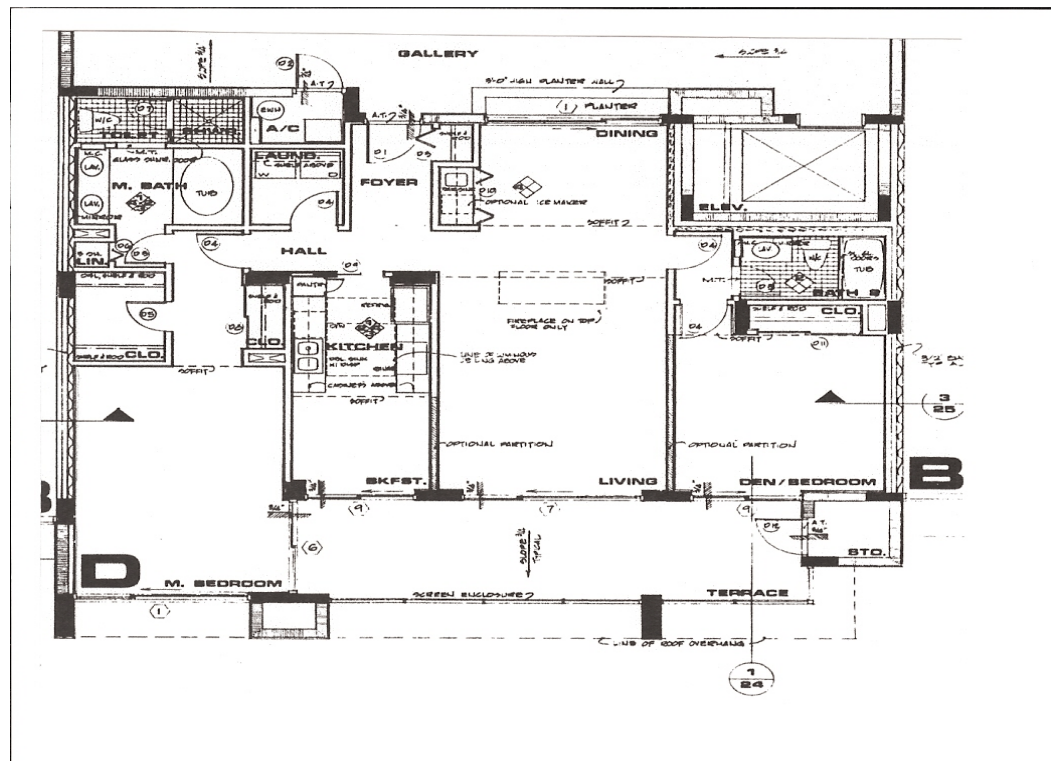


Exhibit "D"

Jupiter Harbour Condominium - A Unit

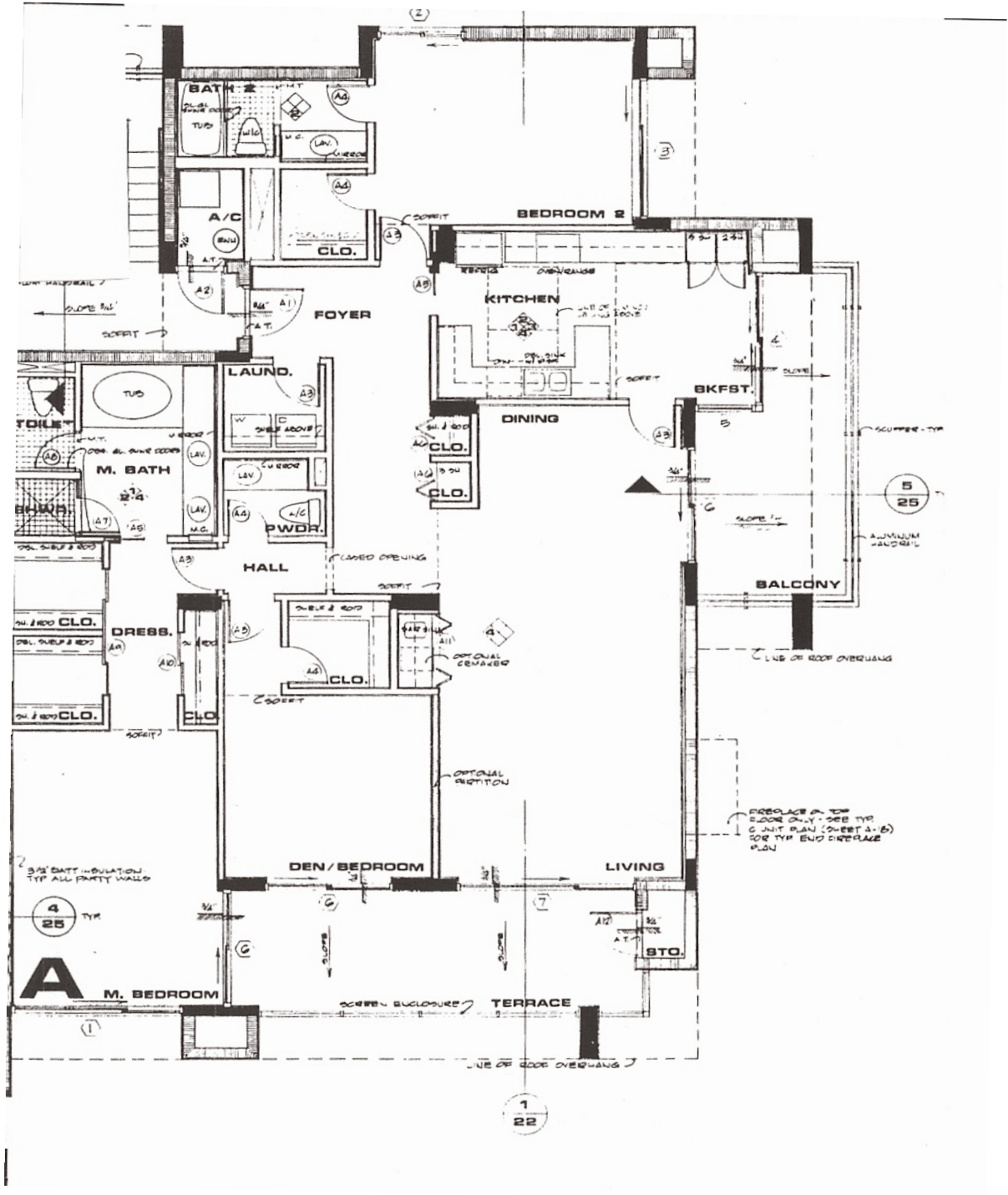




Exhibit "D"

Jupiter Harbour Condominium - B Unit

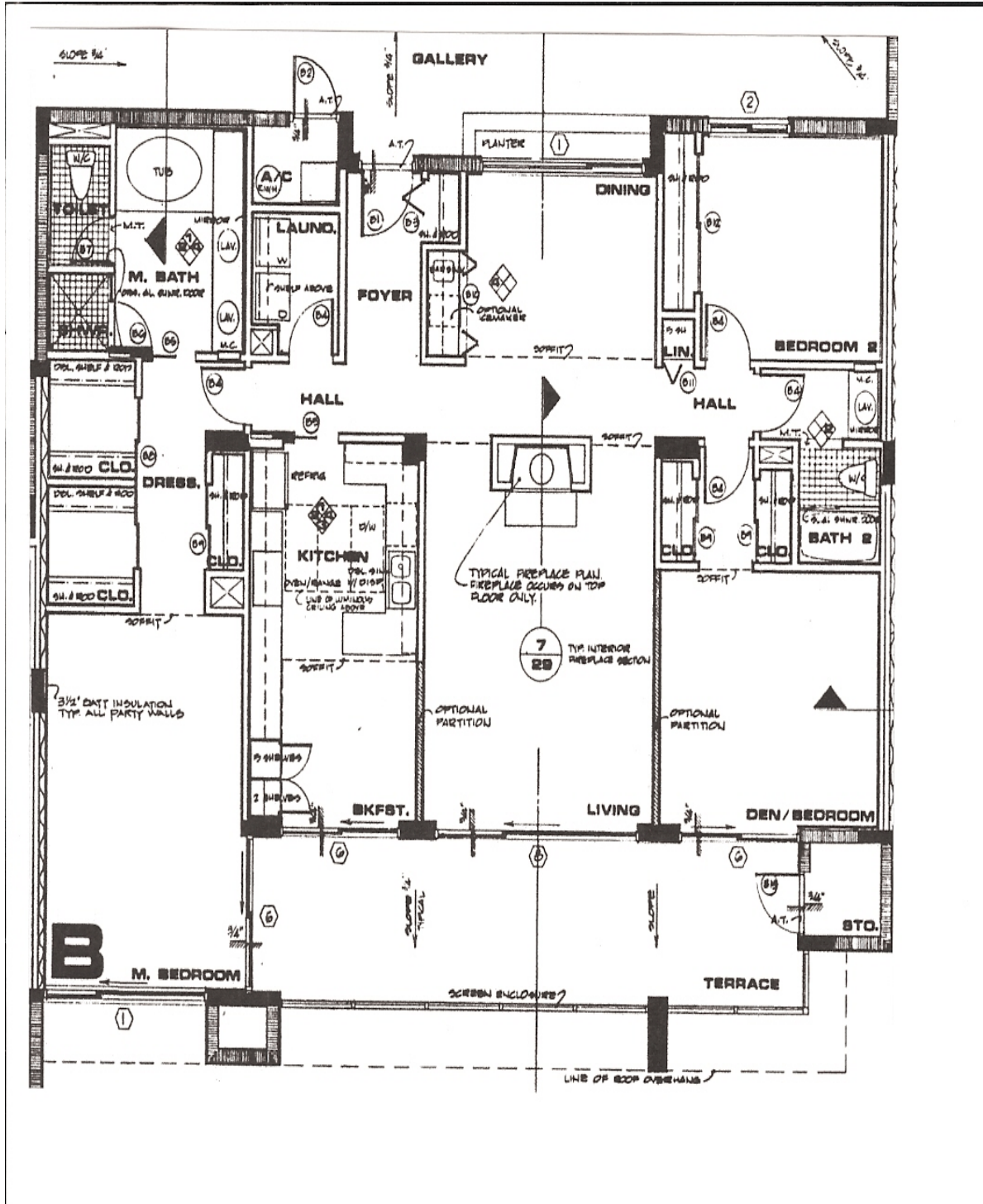
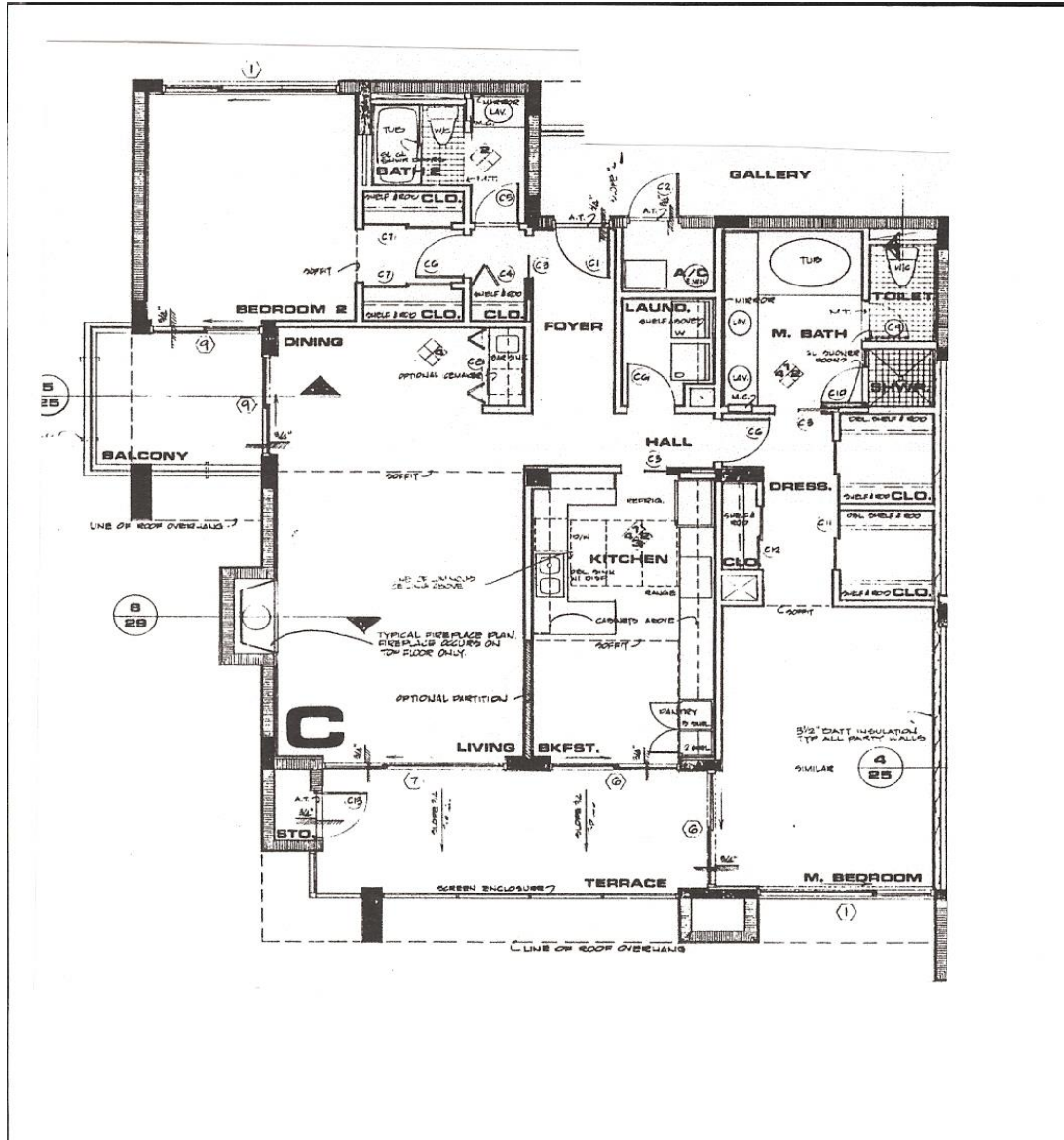


Exhibit "D"

Jupiter Harbour Condominium - C Unit



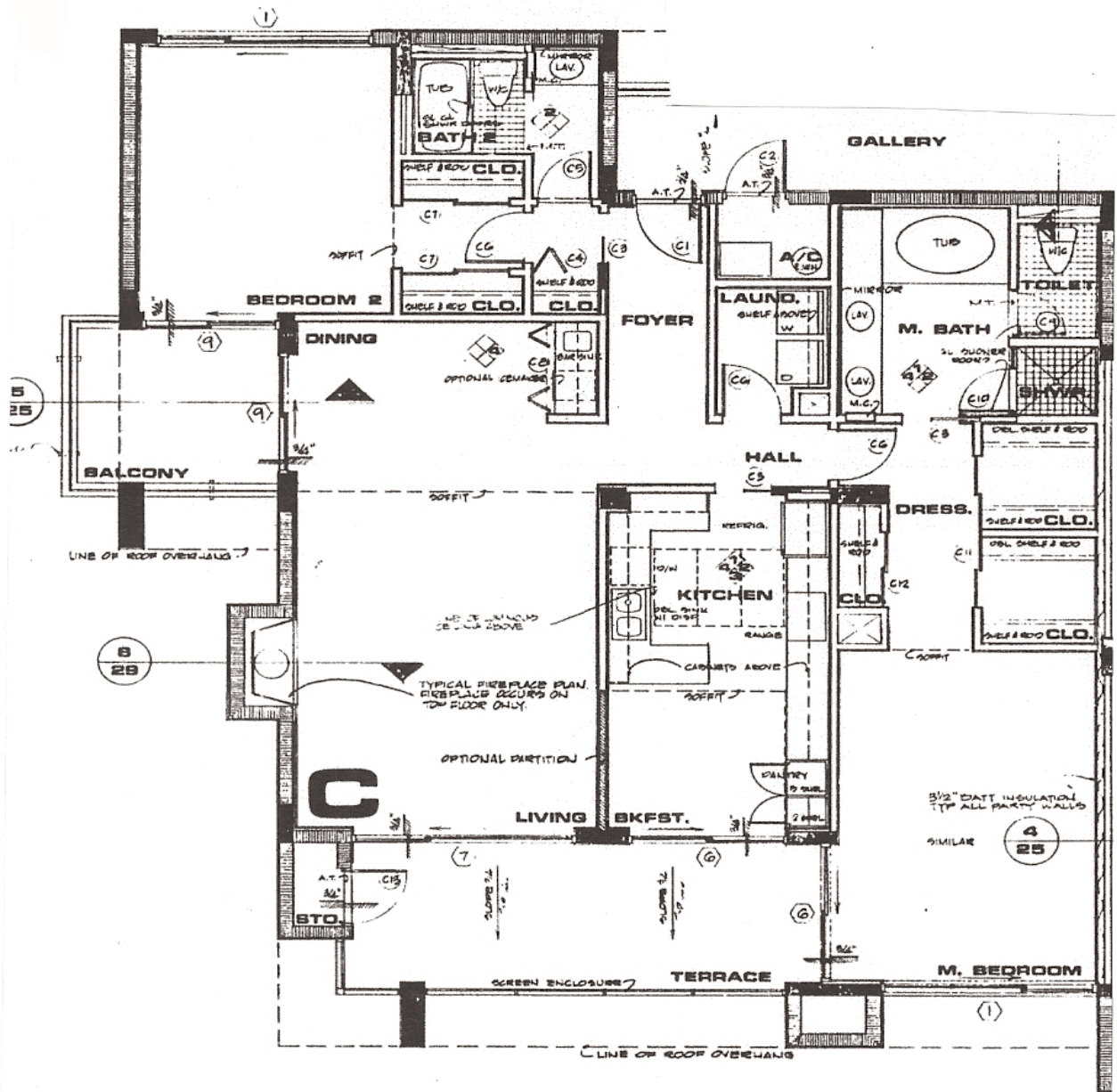




Exhibit "D"

Jupiter Harbour Condominium - D Unit

