

INSTRUCTIONS FOR CONDOMINIUM AND HOMEOWNERS ASSOCIATIONS

- The Condominium or Homeowner Association will, in accordance with its Documents and those of the Master Association, as well as Florida Law, establish a formal process for the actions it takes with regard to requests to modify the exterior of buildings on Fisher Island.
- The ACC will not entertain requests that have not been approved at duly posted general meetings of the Condominium or Homeowners Associations on Fisher Island. The Condominium or Homeowner Association must post, 14 days in advance, a notice of a meeting of the Board of Directors. The notice must include a brief description of each Request to Modify Property. The posting must be mailed to all the Voting Interests in the Condominium or Homeowner Association. The Agenda for the Meeting must list each Request to Modify Property. The Minutes of the Meeting must include discussion and votes of the Board of Directors on each Request. The Minutes, Posting and Agenda must be attached to the eventual “Package” to the ACC to validate compliance with covenant and law.
- The Condominium or Homeowner Association should direct its contract Property Management Company to ensure that all Requests to Modify Property “packages” include drawings for the exterior work only, Photoshop renderings of the elevations to be modified, the Request to Modify Property Form, which can be obtained at www.ourfica.com, a narrative describing the work and the Condominium Approval Documents listed above.
- It is recommended that each approval of the Condominium Association or Homeowner Association be “conditional” upon the work being substantially started in one year. The ACC, without exception, now limits its approval to one year. After the 365th day, it is necessary to re-submit.
- Effective October 1, 2008, no request will be considered by the ACC if a satellite dish is attached to the exterior surface; horizontal or vertical of the affected apartment; rather than mounted on a tripod on the apartment’s covered terrace.
- Effective February 14, 2008, the ACC will not consider any requests to modify property from units that are not current in the payment of their FICA Assessments.