

## INSTRUCTIONS FOR HOMEOWNERS

- You, as the Owner, will follow the steps below in preparation of your request “package”. That package must be submitted to your property manager so that your request can be placed on the next meeting of your Association Board of Directors. That meeting must be properly posted, which means all owners in your building must be notified that a meeting is occurring, and that your request is on the agenda.
- A vote on your request, which is an item on the posted agenda, must be conducted and recorded in the meeting minutes. Those minutes **MUST** be included in your package submission to the ACC. If your Association did not approve the request pursuant to this policy, please do not forward it to the ACC because it will not be considered.

If work is performed without such approval of the ACC and the Condominium or Homeowner Association, FICA has the power to require the work be reversed at the owner’s expense, to enter the unit and have the work reversed at the Owner’s expense, and to charge back to the Owner all enforcement costs if litigation or arbitration occurs.

**DO NOT SUBMIT A PACKAGE TO THE ACC FOR APPROVAL IF YOU ARE IN ARREARS ON EITHER YOUR CONDOMINIUM ASSOCIATION OR HOMEOWNERS’ ASSOCIATION FEES, OR IN ARREARS TO FICA. THE ACC WILL NOT ENTERTAIN A REQUEST UNDER THAT CONDITION.**

**DO NOT SUBMIT A PACKAGE TO THE ACC FOR APPROVAL IF YOU HAVE A SATELLITE DISH ILLEGALLY MOUNTED TO THE EXTERIOR OF YOUR CONDOMINIUM UNIT. ANY SATELLITE DISH OR ANTENNAE MOUNTED TO ANY EXTERIOR SURFACE; HORIZONTAL OR VERTICAL OR PENETRATION IS ILLEGAL AND ALWAYS HAS BEEN. IT MUST BE REMOVED AND PLACED ON A TRIPOD ON YOUR TERRACE OR BALCONY.**

### Process for submission to the ACC

1. Please first consider whether or not the work you are considering will be detrimental to the overall architectural integrity of your building, and the rest of the Island. Just because “John Doe did the same thing 2 years ago” should not be a factor. Mistakes have been made and many buildings have been damaged by the rampant disregard for architectural integrity.
2. Please go to [www.ourfica.com](http://www.ourfica.com) and click on “Architectural Control Process and Forms”. Review the information carefully.
3. Meet with your Association property manager, as of this date either AKAM or CSI, and discuss what you would like to do. They will be able to give you

guidance on the process, the forms required, and some idea of what will or will not be approved by your Condo Association, Homeowners' Association and then the ACC. Please note that the ACC does NOT review interior renovation requests, as your Condo Association or Homeowners' Association is presently authorized to conduct those reviews and make a final determination.

4. Complete the Architectural Control Committee Submission Form, but be specific. Illegible forms will not be acted upon. If you believe the reader will not fully comprehend what you are requesting, please save everyone some time and write a narrative explaining exactly what you are attempting to accomplish.
5. If the modifications you are requesting will substantially change the exterior please have Photoshop images or elevation sketches prepared, demonstrating what you have today and what the result will be.
6. Submit architectural/engineering plans (3 copies). If possible, provide only the exterior pages to the ACC.
7. The "package" consisting of your (a) architectural/engineering drawings (3 sets), (b) your narrative explaining what you are attempting to accomplish, in detail (c) Photoshop images or elevation sketches, and the Architectural Control Committee Submission Form should be submitted to your Condominium Association Board of Directors, via your Association Property Manager. Your Association will determine whether your submission is consistent with the Rules and Regulations, Policies and Procedures, By-Laws and Covenants of your Association at such meeting, and they will determine if the majority supports your request. If they support your submission, they will return your full package to you, retaining one set of plans for their records, and very importantly, will attach a copy of the agenda and minutes of the meeting at which your request was approved. You may then submit it to the ACC for its review. If your Association does not support your submission, do not forward it to the ACC.
8. The ACC will meet monthly if items are pending. The ACC will either approve, disapprove, or refer the package to their architect for review and comment (at the expense of the Member).
9. The approved work must be completed in less than 12 months, or be re-approved through the Condominium Association and the ACC. In other words, the approval expires on the 366<sup>th</sup> day from the date it was granted.