

- **ISLAND VILLAGE ARCHITECTURAL COMMITTEE PROJECT CHECKLIST**
- Purpose: To assist owners wishing to make physical improvements
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- **Preliminary Issues**
- Does it, meet or exceed Florida CODE?
- Is it consistent with and permitted by current IV ASSOCIATION BY-LAWS and with FLORIDA LAW regarding, private, limited common or common spaces?
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- **Project Issues**
- Obtain Board Approval by submitting an Island Village Condominium Association Unit Modification Request Form
- Construction permit(s) – if appropriate
- Licensed, insured and, if appropriate bonded, contractor
- Sufficiently-detailed drawings (typically, contractor prepared)
- Materials consistent with existing IV construction – provide such things, as appropriate, dimensions and grade of wood, gauge of metal, species and size of plantings and the like
- Color, identical to current IV construction available from the Board or management group
- Proposed timeline to begin and to complete the project
- ABOVE ALL, WILL IT BE SAFE?
- Photo(s) of the site as it appears before project begins, are useful
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- **Upon completion**
- Appropriate government inspections and sign offs
- Board approval and signoff that project was completed as approved
- Signed agreement regarding responsibility for ongoing maintenance of project/area (Owner? Association?)