

# DCC Timeline

## Condo I

managed by **DAPA Management**

561-499-7272 | 7303 W Atlantic Ave. | Delray Beach, FL 33446



### STEP 1: Submit Application

Submit a DCC application and your association application to the Community Maintenance Center, including any required deposits.



### STEP 2: DCC Review

The DCC will review your application, and if complete and acceptable, will ask the association to consider for DCC approval.



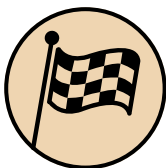
### STEP 3: Association Review

The association will review the application, and if approved, the DCC will provide a letter and approval for you to place on your front window, facing the street.



### STEP 4: Start Work!

**Ensure you have all required permits.** If you are installing new flooring in a unit above the ground floor, contact your association for an inspection once underlayment is installed, **prior** to installing the new flooring.



### STEP 5: Submit Closeout Form

Once the project is complete, submit a DCC closeout form to DAPA Property Management.

# Gleneagles Condominium I Association Inc.

c/o Dapa Property Management, Inc.  
7303 W Atlantic Avenue • Delray Beach, Florida 33446  
Office (561) 499-7272

## Gleneagles Country Club

### ALTERATIONS/REMODELING PACKET CHECKLIST

The following items are requested by Gleneagles Country Club and need to be attached before your DCC packet can be taken into consideration.

Every line item on the forms must be completed.  
Missing documentation can delay your approval process

- \_\_\_ Check payable to GLENEAGLES CONDO 1 ASSOC in the amount of \$1,000
- \_\_\_ Completed & Signed Application for Alterations (2 pages)
- \_\_\_ Completed Request for Design Control Committee forms  
**(Please attach items on document checklist to this form)**
- \_\_\_ Provide a Copy of Contractor's License
- \_\_\_ Provide a Copy of the Certificate of Competency if applicable
- \_\_\_ Provide Detailed Plan/Drawings for work being performed. **A copy of what is being submitted to the building department for permitting is requested.**
- \_\_\_ A copy of the **receipt or a copy of the permit** from building department
- \_\_\_ CONTRACTOR: Please add the following as Additional Insured on your insurance policies:

Gleneagles Condo 1 Association  
C/O DAPA Property Management  
7303 W. Atlantic Avenue  
Delray Beach, FL 33446

Gleneagles Country Club  
7667 Victory Lane  
Delray Beach, FL 33446

# Gleneagles Condominium **I** Association Inc.

c/o Dapa Property Management, Inc.  
7303 W Atlantic Avenue • Delray Beach, Florida 33446  
Office (561) 499-7272

## PLEASE BE ADVISED

YOU ARE RESPONSIBLE TO PROTECT THE ASSOCIATION PROPERTY AT ALL COSTS!

A \$1,000 CHECK PAYABLE TO Gleneagles Condo 1 Association, Inc. must be submitted with this packet. These escrow funds will be used for repairs to the Association property if it is damaged by your contractor. If damages exceed \$1,000.00, you as the unit owner will be charged additional fees.

Please ensure that your contractor protects the following Association property:

- |                    |                     |
|--------------------|---------------------|
| Stairs & Walkways  | Handrails           |
| All Exterior Doors | Entrance & Landings |
| Windows            | Landscaping         |
| Building Structure |                     |

Your contractor must protect all areas prior to commencing work each day, and clean the area daily before leaving Gleneagles property. Your \$1,000 escrow will be returned to you upon completion and inspection of your property if no damage is found.

*I have read and understand the above statement and will follow the rules of the Association. If the Association finds me in non-compliance, I understand that I will be charged by the Board of Directors of the Condo Association the cost of cleaning and repair.*

\_\_\_\_\_  
Unit Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Number

# GLENEAGLES CONDOMINIUM I ASSOCIATION, INC.

C/O DAPA PROPERTY MANAGEMENT, INC.

7303 W. ATLANTIC AVE  
DELRAY BEACH, FL 33446

(561) 499-7272

dapa.maintenance@gmail.com

## APPLICATION FOR ALTERATIONS

DATE: \_\_\_\_\_

OWNER: NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**PROPERTY WORKING HOURS ARE: MONDAY THRU FRIDAY 8:00AM TO 5:00PM  
SATURDAY 9:00AM TO 4:00PM. NO WORK ON SUNDAY'S OR HOLIDAYS.**

**DESCRIBE IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED:**

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

An application requesting approval of any alteration which occurs inside or outside the exterior walls of the building, and therefore in the **COMMON ELEMENT, MUST BE ACCOMPANIED BY A SKETCH INDICATING LOCATION, SIZE, AND TYPE OF CONSTRUCTION, AND OTHER PERTINENT INFORMATION.** The unit owner **MUST** specify the name of the contractor, as well as the contractor's address and phone number license and insurance. The owner must also **INCLUDE A DETAILED EXPLANATION AS TO WHY SUCH ALTERATION(S) SHOULD BE PERMITTED** and **SUBMIT A PLAN SHOWING THE EXACT PLACEMENT** of the requested alteration. **PLEASE NOTE:** The Gleneagles Condo I Association & DAPA PROPERTY MANAGEMENT, Inc. is not responsible for obtaining any permits or verifying contractor's licenses, it is the unit owner's responsibility.

If approval is granted for requested alteration it must not cover any of the requirements listed in the County Code.

Any installation on the exterior walls (except shutters) of the unit must be removed prior to the sale of the unit, and any exterior modifications must be restored to their original condition unless the Board of Directors decides otherwise.

As a condition precedent to granting approval of any request for an alteration or addition to the existing basic structure, the applicant and any heirs assigned thereto, hereby assume sole responsibility for the repair, maintenance, or replacement of any alteration or addition. It is understood and agreed upon completion and signature of this document that Gleneagles Condo I Association & DAPA Property Management, Inc., are not required to take any action to repair, replace, or maintain any such approved alteration or addition, or any damage resulting from the alteration or addition to the existing original structure, or any other property while work is being performed. **THE UNIT OWNER ASSUMES ALL RESPONSIBILITY AND COSTS FOR ANY ALTERATION OR ADDITION, AND ITS FUTURE UPKEEP PLUS ANY WORK THAT HAS TO BE DONE ON THE COMMON GROUNDS THAT IS AN ADDED EXPENSE DUE TO THE ALTERATION OR ADDITION FOR AS LONG AS YOU OWN THE UNIT.**

\_\_\_\_\_  
OWNER'S SIGNATURE

# GLENEAGLES CONDOMINIUM I ASSOCIATION, INC.

## APPLICATION FOR ALTERATIONS

### ACTION BY THE ASSOCIATION:

DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_\*

\_\_\_\_\_  
ASSOCIATION DIRECTOR

\_\_\_\_\_  
ASSOCIATION DIRECTOR

\*REASON FOR DENIAL OF REQUEST:

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

**IMPORTANT: THE FOLLOWING ITEMS CAN NOT BE ALTERED: EXTERIOR RAILINGS, EXTERIOR OF FRONT DOORS, EXTERIOR LIGHT FIXTURES OR ANY COMMON ELEMENT.**

### WAIVER OF LIABILITY

The undersigned hereby agrees that any and all liability caused by or arising from any acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the GLENEAGLES CONDO I ASSOCIATION AND/OR DAPA PROPERTY MANAGEMENT, INC. or any of their employees, "as their interest may appear," and they shall be held harmless from any liability arising there from and indemnify them for all losses, costs, expenses and attorney's fees in connection with any such addition or alteration to their unit FOR AS LONG AS YOU OWN THE UNIT. The Board of Directors has the right, at their discretion to transfer the above responsibilities to the new owner.

DATE: \_\_\_\_\_

\_\_\_\_\_  
UNIT OWNER

\_\_\_\_\_  
UNIT OWNER

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

PLEASE RETURN FORMS TO:

DAPA PROPERTY MANAGEMENT, INC.  
7303 W. ATLANTIC AVE  
DELRAY BEACH, FL 33446



GLENEAGLES  
COUNTRY CLUB

7667 Victory Lane, Delray Beach, FL 33446

561-498-3606 | [www.gleneagles.cc](http://www.gleneagles.cc)

**Dear Members,**

Gleneagles Country Club, Inc. (GCC) is pleased to introduce a revamped Design Control Committee (DCC) procedure. This community-wide program will ensure a consistent approach to improvements and renovations to residential units. This will ensure that we enhance the enjoyment and protect the value of our greatest assets, our homes.

In accordance with Article 4 of the Declaration of Protective Covenants for GCC, DCC guidelines have been established to ensure that all renovations, improvements, and repairs to residences within GCC are completed in compliance with all State of Florida and Palm Beach County building codes, GCC, and relevant Neighborhood Association rules, in order to promote the peace and harmony within GCC as per Article 4 of the Master Declaration.

The DCC will be comprised of members of Neighborhood Association Boards, President's Council and Board of Governors, all assisted by GCC staff.

DCC will review applications in order to determine if the plans for improvements and renovations conform to the construction and appearance standards as outlined in Article 4 of the Declaration of Protective Covenants of GCC. In addition to the GCC Declaration, each neighborhood Declaration specifically addresses design requirements that must be adhered to by any unit owner requesting approval in that association. Florida Statutes and local ordinances require that permits be obtained prior to erecting, altering, constructing or installing buildings, structures or service systems. In addition, the law requires that the construction be inspected at specified phases by qualified personnel to ensure compliance with the required Building and Zoning regulations. GCC reserves the right to enact requirements that may be more stringent than county and association regulations. Failure to abide by GCC, DCC or Neighborhood Association requirements may result in enforcement by the filing of a grievance, which may result in a fine and/or suspension of club privileges.

I urge you to review the full program details in the pages that follow. **Please be advised that a DCC application is required for all types of work done on your property, with or without any required permits.** This is for liability and to ensure the protection of your fellow residents, your association, and the Club. I strongly suggest that you thoroughly review the credentials, proof of insurance, and references of any vendor that you may be considering. Palm Beach County has a certification division that may be a beneficial resource. You can reach them at 561-233-5530 or go to [www.pbcgov.com/pzb/contractors](http://www.pbcgov.com/pzb/contractors) for their website. If you have any questions, please contact the Property Management office at 561-498-3606 ext. 183.

**Sincerely,**

David Jaimes  
Community Operations Director  
Gleneagles Country Club



## Common Items

Description of Alteration or Improvement Requiring DCC Approval	Building Permit Required	DCC Application Required
A/C & Heating – Air Handler and/or Condenser Changeout	Yes	Yes
Additions, Alterations, Modify, Removal or Demolition to Structure	Yes	Yes
Antennas, Satellite, Disks, Flag Poles*	No	Yes
Awnings or Shades (exterior only)	Yes	Yes
Ceramic Floor Tile and/or Wood/Laminate Floor Installation in 2 <sup>nd</sup> floor condominiums. * <i>The state of Florida Building Code Section 1207 Sound Transmission: requires a 50 IIC sound rating on a flooring system above occupied space.</i>	No	Yes
Drywall work in excess of \$1,000	Yes	Yes
Dumpster on site for removal of discarded building materials	No	Yes
Electrical – relocation or new	Yes	Yes
Exterior Walls of Single Family Homes – Paint, Trim, Gutters	No	Yes
Fences and Screened Enclosures	Yes	Yes
Generator – Installation of new or replacement	Yes	Yes
Kitchen cabinets	Yes	Yes
Landscaping – Tree Removal	Yes	Yes
Landscaping and Irrigation – Installation of New in excess of \$1000	Yes	Yes
Lighting – Exterior or Landscape	Yes	Yes
Patio Enclosures – installation of new screen or glass	Yes	Yes
Pavers or Deck – Installation of new	Yes	Yes
Playground, Pergolas, Arbor, Trellis*	No	Yes
Plumbing – relocation or new	Yes	Yes
Propane Tanks in excess of 60 pounds	Yes	Yes
Roof – Replacement or repairs in excess of \$1,000 (homes only)	Yes	Yes
Shutters – window or hurricane	Yes	Yes
Spas and Pools – New or Repairs to existing including portable	Yes	Yes
Temporary Structures (tents, bounce house, pod)	No	Yes
Water Heater Replacement	Yes	Yes
Windows and Doors – Installation of new	Yes	Yes

*The above information is provided for informational purposes to help clarify the DCC and Palm Beach County permit process required for improvements made to properties within Gleneagles Country Club. This list may be revised at any time without notice. Items with an \* may require a permit depending on the scope of the job. For any questions, contact the Property Management Office at 561-498-3606 ext. 183 or call Palm Beach County Planning, Zoning and Building at 561-233-5200.*



### **Procedure for Requesting DCC Approval**

- 1) Unit owners that are contemplating substantial architectural and/or exterior renovations (addition to a single family home, elevator, chair lift, modification to window railings, etc.) are urged to meet with their respective Homeowners or Condo Association prior to submitting DCC paperwork.
- 2) Unit owner should submit a Request for DCC Review, including an issued permit and before photos using the appropriate form with all accompanying documents to the DCC Committee at the Community Maintenance Center.
- 3) Upon receipt of a complete DCC Review form, the DCC committee will determine that the Request (1) has been properly permitted and is in compliance with Palm Beach County building, planning, and zoning codes and (2) is aligned with the peace and harmony of GCC.
- 4) If satisfied, the DCC will submit to the Neighborhood Association for review and approval. The Neighborhood Association will determine that the Request is in compliance with the respective Neighborhood Association guidelines. Upon the Neighborhood Association granting approval, the DCC will notify the unit owner in writing that the Request is approved.
- 5) Prior to work commencing, the unit owner must have DCC approval and the proper issued permits.
- 6) After completion of project, the unit owner must submit a DCC Closeout Form to the Community Maintenance Center with closed out permits, after photos, and a copy of the Certificate of Occupancy or Completion from Palm Beach County.

### **Using a Qualified, Certified Contractor**

Using qualified, licensed contractors is not just a good idea, it's the law. The Construction Industry Licensing Board of Palm Beach County and Contractors Certification Division were established to protect the citizens of Palm Beach County through a certification system of 48 construction trades. For more information or to verify that your contractor is certified, call Palm Beach County Contractors Certification Division at 561-233-5530 or go to [www.pbcgov.com/pzb/contractors](http://www.pbcgov.com/pzb/contractors)

### **Stream Line Procedure for Emergency Replacement of Air Conditioning and Water Heaters**

- 1) Phone call Country Club Property Management Office 561-637-1214 or email: [djaimes@gleneagles.cc](mailto:djaimes@gleneagles.cc) (leave voice message if after hours or no answer) and notify Neighborhood Association
  - a. Indicating emergency installation, name and address of residence.
  - b. Contractor name, license # and address
- 2) After installation, submit to DCC and Neighborhood Association a Request for DCC Review.
- 3) Emergency replacements may occur during non-working days and hours.

### **Palm Beach County Permit and Inspection Process**

In order to protect the health, safety and welfare of the property owner, any future occupants or property owners, neighboring property owners, as well as the general public, Florida statutes and local ordinances require that permits be obtained prior to erecting, altering, constructing or installing buildings, structures or service systems. In addition, the law requires that the construction be inspected at specified phases by qualified personnel to assure compliance with the required Building and Zoning regulations. For specific information on Permits, contact the Building Division Permit Center at 561-233-5120 or go to:

<http://www.pbcgov.com/pzb/CodeEnforcement/violation.htm>





## NOTICE:

### **Below is a list of the required licensure to practice in a Construction Trade for Palm Beach County**

Pursuant to Chapter 67-1876, Special Act as amended, Laws of Florida it is required that a CERTIFICATE OF COMPETENCY be held in order to advertise, bid, or contract any work in the following Construction Trades:

General	HARV(Heating, Air Conditioning, Refrigeration, and Ventilation)
Building	Electrical
Residential	Plumbing
	*Journeyman Electrical
	*Journeyman Plumbing

\* Disclaimer - Journeyman are not allowed to contract, must perform work under a Master Electrician or/a Master Plumber.

#### Specialty Trade Contractors

- |                                  |   |
|----------------------------------|---|
| 1. Acoustical /Suspended Ceiling | 22. Masonry                                 |
| 2. Aluminum Specialties          | 23. Painting                                |
| 3. Carpentry                     | 24. Paver Brick/Paver Systems               |
| 4. Carpentry Finish              | 25. Paving                                  |
| 5. Concrete Forming & Placing    | 26. Plastering                              |
| 6. Countertop                    | 27. Reinforcing Steel                       |
| 7. Decorative Metal              | 28. Re-Screener/Screen Repair               |
| 8. Demolition                    | 29. Roofing                                 |
| 9. Dredging and Land Filling     | 30. Seal Coating/Striping                   |
| 10. Drywall                      | 31. Sign Contractor/Electrical              |
| 11. Fabric Awnings               | 32. Sign Contractor/Non-Electrical          |
| 12. Fence                        | 33. Structural Steel Erection               |
| 13. Garage Doors                 | 34. Swimming Pool Construction              |
| 14. Glass and Glazing            | 35. Swimming Pool Maintenance and Repair    |
| 15. Gunite                       | 36. Tennis Court                            |
| 16. Hurricane Shutter/Awning     | 37. Tile, Terrazzo and Stone                |
| 17. Insulation                   | 38. Underground/Overhead Transmission Lines |
| 18. Irrigation Sprinkler         | 39. Underground Utilities                   |
| 19. Lightning Protection Systems | 40. Window and Door                         |
| 20. Low Voltage                  | 41. Wood Flooring                           |
| 21. Marine                       |   |

For further specification and details please refer to the Standards for Certified Categories.

Questions or additional information, please call Contractors Certification office at (561) 233-5525.  
Application and information also provided via website at: [www.pbcgov.com/pzb/contractors](http://www.pbcgov.com/pzb/contractors)

**Contractors Certification Division**  
2300 North Jog Road, 2<sup>nd</sup> floor, Suite 2W-61  
West Palm Beach, FL 33411-2741

State Contractors are governed by the Department of Business & Professional Regulation: to obtain a complaint form or information on licensure call (850) 487-1395 or visit [www.myflorida.com/dbpr](http://www.myflorida.com/dbpr)



## Request for Design Control Committee and Neighborhood Association Review

Submit with Property Owner's Affidavit at time of Request

Date \_\_\_\_\_

Name \_\_\_\_\_

Property Address \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Parcel Control Number \_\_\_\_\_

**1st Floor or 2<sup>nd</sup>/Higher Floor?**  1st  2nd

\*If replacing floor on 2<sup>nd</sup> or higher floor, contact the association after installing underlayment and prior to installing floor for inspection of underlayment.

### DOCUMENT CHECK LIST

- Survey/Plot Plan
- Building Plans
- Elevations / Details
- Specifications
- Palm Beach County Permit

Issued date: \_\_\_\_\_

- Notice of Commencement
- Photos (Before work begins)

### BRIEF DESCRIPTION OF ADDITION, ALTERATION, IMPROVEMENT, ETC.

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

**Dumpster on site?**  Yes  No

Dumpster install date: \_\_\_\_\_ Dumpster will be allowed on site for maximum 60 days.

**Port-o-let on site?**  Yes  No

Port-o-let install date: \_\_\_\_\_ Port-o-let will be on site for approximately \_\_\_\_\_ days.

*If Yes is checked for dumpster or port-o-let, please submit \$500 refundable deposit at time of application in the form of a check payable to Gleneagles Country Club.*

### NEIGHBORHOOD ASSOCIATION USE

Neighborhood Association \_\_\_\_\_

Lot/Building \_\_\_\_\_ Unit \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

### General Contractor: (Attach list if necessary)

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Certificate of Insurance\* \_\_\_\_\_

Occupational License # \_\_\_\_\_

Certificate of Competency # \_\_\_\_\_

### Sub-Contractors: (Attach list if necessary)

\_\_\_\_\_

Address: \_\_\_\_\_

Certificate of Insurance\* \_\_\_\_\_

Occupational License # \_\_\_\_\_

Certificate of Competency # \_\_\_\_\_

*\*Certificates of Insurance must include workers' compensation and liability coverage in excess of one million dollars and list the Neighborhood Association as Additional Insured. The Certificates must be provided.*

### DCC Use Only

Received by \_\_\_\_\_ Date \_\_\_\_\_

Preliminary approval subject to review

Insufficient information – need to resubmit

Not Approved (noted)

**Association Approval**

**Date**

\_\_\_\_\_

**Association Approval**

**Date**

\_\_\_\_\_

**DCC Approval**

**Date**

\_\_\_\_\_



## Property Owner's Affidavit

In accordance with Article 4 of the Gleneagles Country Club Declaration of Protective Covenants as well as the documents applicable to my Neighborhood Association, I am submitting a Request for DCC Review.

If my application is approved, I fully understand that the approval is only for the work I have indicated on the enclosed form and is based upon the facts that I have presented herein. I understand that all approved alterations or changes requested must be completed within a reasonable amount of time upon receiving the DCC's approval.

All approvals are for conformity with existing architectural and aesthetic conditions within the community only. I have the responsibility for obtaining building permits, engineering and/or any other areas requiring professional or technical approval. I understand that I am required to submit a copy of the issued permit with my DCC application and that DCC approval will not be provided until a permit has been issued. I agree to submit after photos and complete a DCC Closeout Form including a copy of the Certificate of Occupancy or Completion issued by Palm Beach County when work is completed. I agree to abide by all Palm Beach County, GCC and Neighborhood Association rules and regulations regarding work on my property, including working hours of 8:00am-5:00pm Monday through Friday; 9:00am-4:00pm Saturdays; and no work on Sundays or holidays which include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas)

I will be responsible for any damage to the adjoining property owners and to all other persons that may result from the approval herein requested.

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn to (affirmed) and subscribed before me this \_\_\_\_\_ 20\_\_\_\_ (year)

by \_\_\_\_\_ (print name of owner).

- Physical Presence
- Online Notarization

He/She is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC (signature)

NOTARY SEAL



## **Contractor Joinder to Gleneagles Design Control Committee Application**

Property Address \_\_\_\_\_

Owner's Name \_\_\_\_\_

Contractor \_\_\_\_\_

**The undersigned Contractor acknowledges the following:**

1. It has received from the Owner the requirements of Gleneagles Country Club and its Design Control Committee.
2. It agrees to comply with those requirements including but not limited to:
  - a. Obtaining all required permits from Palm Beach County prior to commencing any work;
  - b. Verifying Design Control Committee approval for the construction to be performed prior to commencing any work;
  - c. Performing work solely within the scope of work approved by the Design Control Committee and/or permit(s) from Palm Beach County;
  - d. Maintaining its insurances during the period of construction and providing current Certificates of Insurance as needed; and
  - e. Maintaining its license during the period of construction and providing current licenses as needed.
3. It understands and agrees that not complying with the above requirements as well as the other requirements of Gleneagles Country Club and its Design Control Committee, receipt of which is hereby acknowledged, may result in the issuance of a Stop Work Order and the Contractor's loss of entrance and work privileges within Gleneagles Country Club.

Signed by:

\_\_\_\_\_  
**(Print Name and Title)**

\_\_\_\_\_  
**Contractor Signature**

\_\_\_\_\_  
**Date**



# Design Control Committee Closeout Form

*Submit After Project is Complete*

Date \_\_\_\_\_

Name \_\_\_\_\_

Property Address \_\_\_\_\_

Phone # \_\_\_\_\_

Parcel Control Number \_\_\_\_\_

### DCC USE Only

Received by \_\_\_\_\_ Date \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_

### NEIGHBORHOOD ASSOCIATION USE

Neighborhood Association \_\_\_\_\_

Lot/Building \_\_\_\_\_ Unit \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

## DOCUMENT CHECK LIST

Copy of Certificate of Occupancy or Completion issued on \_\_\_\_\_ (date)

Copy of all Closed Out Permits

Photos (enclose after photos)

Other (please specify) \_\_\_\_\_

\_\_\_\_\_

## DUMPSTER / PORT-O-LET DEPOSIT

Was a dumpster or port-o-let on site?

Yes  No

If either were on site during construction,  
**I hereby certify that the dumpster and port-o-lets were removed with no evidence of property damage and request a refund of my \$500 refundable deposit.**

\_\_\_\_\_  
(initial)

## PROPERTY OWNER'S AFFIDAVIT

I am hereby submitting a DCC Closeout Form and certifying that all requested renovations have been completed on my property, all permits have been closed out, and a certificate of occupancy or completion has been issued from Palm Beach County.

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Date**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn to (affirmed) and subscribed before me this \_\_\_\_\_ 20\_\_\_\_ (year)

by \_\_\_\_\_ (print name of owner).

Physical Presence

Online Notarization

He/She is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC (signature)

\_\_\_\_\_  
NOTARY SEAL



### **Procedures for Using Dumpster**

- 1) Condo unit owners must park dumpster less than 12ft. in their deeded parking space. Guest parking spaces can be used with Association approval. If more than one guest parking space is needed, site plan must be submitted for Association approval.
- 2) Homeowners must park dumpster in their driveway.
- 3) Condo and Homeowners must protect asphalt at all cost. There should be a minimum of ½ inch plywood placed under the dumpster and a minimum of (2) reflective cones around the dumpster. Cones are available for use through the Gleneagles Country Club for a fee of \$250.00 per pair.

### **Procedures for Using Port-o-let**

- 1) Condo unit owners must place port-o-let in their deeded parking space. Guest parking spaces can be used with Association approval.
- 2) Homeowners must place port-o-let in their driveway.
- 3) Condo and Homeowners must protect asphalt at all cost. There should be a minimum of ½ inch plywood placed under the port-o-let.
- 4) Port-o-let must be completely screened from view.
- 5) Port-o-let must be serviced weekly.

**Gleneagles Country Club Recommended Penalty Guidelines and Authorized Actions for Infractions  
of Design Control Committee (DCC) Requirements**

Infraction	First Offense	Second Offense	Third Offense	Fourth & Additional Offenses
Starting Work without required DCC Approval <sup>1</sup>	\$500 Fine and/or Suspension for 1 year or until in compliance if sooner	\$750 Fine and Suspension for 3 months	\$1,000 Fine and Suspension for 6 months	\$1000 Fine and Suspension for 1 year
Starting Work without required PBC Permit <sup>1</sup>	\$500 Fine and/or Suspension for 1 year or until in compliance if sooner	\$750 Fine and Suspension for 3 months	\$1,000 Fine and Suspension for 6 months	\$1,000 Fine and Suspension for 1 year
Doing Work Not Approved on Permit or by DCC <sup>1</sup>	\$500 Fine and/or Suspension for 1 year or until in compliance if sooner	\$750 Fine and Suspension for 3 months	\$1,000 Fine and Suspension for 6 months	\$1,000 Fine and Suspension for 1 year
Dumpster Violation <sup>2</sup>	\$100 per day up to \$5,000 Fine and/or Suspension for 1 year or until compliance if sooner	\$100 per day up to \$5,000 Fine and Suspension for 3 months	\$100 per day up to \$5,000 Fine and Suspension for 6 months	\$100 per day up to \$5,000 Fine and Suspension for 1 year
Violation of Stop Work Order	\$1,000 per day up to \$5,000 Fine and Suspension for 6 months	\$1,000 per day up to \$5,000 Fine and Suspension for 9 months	\$1,000 per day up to \$5,000 Fine and Suspension for 1 year	\$1,000 per day up to \$5,000 Fine and Suspension for 1 year

<sup>1</sup> May result in issuance of a Stop Work Order (SWO); Issuance of such a SWO by the Gleneagles General Manager/Chief Operating Officer or Director of Community Operations is authorized by the Board of Governors. No further work may be performed until it is removed by the Gleneagles General Manager/Chief Operating Officer or Director of Community Operations.

<sup>2</sup>Dumpster Violations include: failure to declare intended use of a dumpster and pay a deposit; failure to remove dumpster by the date required; use of dumpster for debris not associated with the job site.

NOTE: Members are responsible for all infractions by their contractors and service providers.