

Foxglove, Inc.

1801 South Surf Road, Hollywood, Florida 33019
A Florida Corporation

REQUEST FOR BOARD APPROVAL FOR APARTMENT RENOVATION

Foxglove, Inc. ("The Foxglove") is generally supportive of its shareholders renovating their respective units but requires shareholders proceeding with a renovation (in each case, a "Renovation") to: (1) obtain prior approval of the Board; and (2) agree that they and those hired by them to complete a Renovation shall in all material respects adhere to The Foxglove's House Rules (the "Rules") in completing such Renovation so as to minimize disruption to other Shareholders.

By submitting and signing this request, the Shareholder agrees that they are responsible for such adherence to the Rules and for cleaning up any dirt/debris from the common areas (catwalks, walkways, stairways and elevators) created by the applicable Renovation work whether the work is performed by a contractor or the Shareholder. A \$500 deposit is required with each request submitted. The deposit will be refunded at the completion of the work if the common areas are cleaned up on a daily basis.

Shareholder also agrees to remove, or have its contractor remove, all debris associated with the work from the building and site. The Shareholder agrees to pay \$48 for each additional trash pick-up required by the Foxglove to remove debris associated with the renovation whether required by the Shareholder or contractor. Arranging for trash pick-up shall be coordinated with the Superintendent. Payment for additional trash pick-ups shall be made to The Foxglove prior to the service.

Shareholder should have liability insurance in the minimum amount of **\$300,000** to cover damages which may occur during the course of the work. Shareholder should obtain all Broward and City of Hollywood permits that are required and to take all reasonable efforts to ensure that Shareholder's contractor has appropriate liability insurance in place. The Shareholder should obtain a certificate of insurance from the insurer of any general contractor involved in the Renovation which shows the Shareholder and The Foxglove as additional loss payees under such liability insurance.

Shareholder: _____ Unit _____

The above Shareholder is proposing the following renovations/repairs (attach a schedule if necessary so that the Renovation is described in reasonable detail): _____

Date work scheduled: Start: _____, 20____ End: _____, 20____

Homeowners Insurance: Yes__ No__ Company _____ Policy # _____

Work to be performed by (check one): ☐ Shareholder ☐ Contractor

Name(s) of Contractor/ Installer _____ Phone # _____

Contractor License/registration # _____

Contractor Insurance Carrier Name _____ Policy # _____

Please indicate if this renovation/repair requires turning off any of the following:
(Please check all applicable.)

☐ Water supply ☐ Electricity ☐ Air conditioning pump

Insert the name of any interior designer or decorator in charge of the Renovation and their applicable contact details. Each Shareholder should also consider whether such person should also obtain a certificate of insurance to supplement that from any general contractor who is involved.

Signed: _____ Date: _____

Plans for renovation/repairs should be submitted 7 days in advance to the Board for review. No work should be initiated prior to Board approval. Required permits are the responsibility of the owner. Applicable permits must be posted in the unit window facing the walkway during the work.

Foxglove Board approval: _____ Date: _____

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