Merritt Island Cooperative Housing Association, Inc.
235 N. Banana River Drive, Merritt Island, FL 32952-2517

ALTERATION FORM

Architectural Review Committee (ARC)

TO BE COMPLETED BY THE PROPERTY MANAGER

ALTERATION FOR UNIT: _____ BLDG: _____

WORK TO BE COMPLETED:

_____

_____

_____

Date Work to Begin: _____ Completion Date: _____

MEMBERS SIGNATURE: _____ DATE: _____

PROPERTY MANAGER SIGNATURE: _____ DATE: _____

This form is to be used for alterations that can be done without further review from the Architectural Review Committee or the Board of Directors.

Accepted Alterations:

- Painting
- Molding
- Replace Kitchen Cabinets and Countertop (No effect on plumbing)
- Replace Kitchen Sink (No effect on plumbing)
- Replace Stove and/or Refrigerators
- Tile/Carpet (No nails in floor)
- Installing Blinds/Curtains
- Adding Window Tint
- Replace Light Fixtures (No effect on Electric)
- Replace Faucets (No Effect on Plumbing)
- Replace Interior Doors (Properly vented A/C door in one bedroom)
- Remove Existing Closet Shelving or Installing Organizer
- Replace Medicine Cabinet with Exterior Mount Cabinet (Removal of sheetrock or studs needs approval)
- Replace Toilet (water efficient)
- Sheds (allowed in deeded spaces)

Some of these items may be an upgrade to the unit. Any upgrades become the responsibility of the Member. If replacing standard issue equipment and it is in working order, please contact our Maintenance staff.

Any deviation to work request shall be remedied within 7 calendar days. MICHA may undertake any measures, legal or administrative, to enforce compliance with these Guidelines and shall be entitled to recover from the Member all attorney's fees and costs of enforcement incurred by MICHA, whether or not a legal action is started. Additional remedies for violations are governed by the By-Laws of MICHA, Inc.

Follow up for Property Manager: _____ Walk Through Date: _____

Work completed as specified in request _____ YES _____ NO

TERMS OF AGREEMENT TO PERFORM WORK

I understand and will comply with the following: No project shall commence prior to the Member receiving written approval by the MICHA Board of Directors.

1. All work shall be completed by a licensed and insured contractor. If a building permit is not required, Members may perform the work themselves after receiving prior written approval from the Board of Directors.

2. Construction hours: Monday – Friday: 8:00 AM to 9:00 PM and all vehicles must be off premises by 9:00 PM. Saturday – Sunday: 9:00 AM to 6:00 PM and all vehicles must be off premises by 6:00 PM. Official Holidays: Absolutely no work.

3. Any damage, destruction or defacement to any part of the buildings will not be tolerated. Floor protection in hallways must be in place at all times while work is on-going. Violations must be remedied within 7 days.

4. The use of the MICHA dumpster for large items is strictly prohibited. All construction and repair trash must be removed daily from the premises including any boxes, packing material, appliances, furniture or residual material. Place big items behind the office for pickup.

5. All exterior walkways and parking lots may not be blocked and must be cleaned daily and be free of dirt, dust or debris.

6. The storage or placing of construction materials on common area property or any area that is visible from the road at any time is prohibited. No hazardous or flammable materials shall be stored inside units during construction.

7. The Member is responsible for complying with all Federal, State and Brevard County building codes. A copy of all approvals and building permits shall be posted on the exterior door of the unit.

8. MICHA including the Board of Directors and Committee Members shall be “held harmless” for any and all incidents or damages that may arise during or after the project.

9. To abide by the decision of the ARC and/or the Board of Directors.

10. If a Member's request is not approved or work performed is different than approved by the ARC, the Member understands and agrees, by signing below, that they will be required to restore their area back to its original condition. If additional work needed, a new request or addendum to the original request will be necessary. The Member may also be subject to legal action by MICHA and the Member shall be responsible for all reasonable attorney fees and costs.

11. Once approval has been obtained and prior to commencement, the Member and ARC Member shall meet on site for a pre-construction walk through of the site. Photographs will be taken of the area noting current condition and any existing damage. All parties shall initial agreement to condition and damage (if any).

12. When the construction work is complete, a final walk through shall take place between the Member, and a member of the Board of Directors to determine if any damage has occurred to neighboring units, grounds or common areas. Photographs shall be taken of the finished project.

13. The Member further acknowledges that a member of the Board of Directors has the right to stop any and all workers should they perform outside the alterations or alterations as approved by the Board of Directors, or if common areas sustain damage or if they are not cleaned daily as required.

14. Contractor furnished dumpsters or storage pods shall be located in approved areas assigned by the Board of Directors.

15. Construction vehicles may park in assigned areas by the Board of Directors.

16. Hurricane Season: In case of Hurricane Watch or Warning, all tools and materials must be removed from the job site or adequately secured in an enclosed area. All dumpsters must be removed. By signing this form, the Member acknowledges and agrees to reimburse MICHA for any and all expenses incurred by MICHA in its efforts to secure and protect units from damage which may be caused by the contractor's failure to secure or remove materials, etc. The Member expressly holds MICHA and its designated representatives harmless from any and all claims while implementing this action.

17. PLUMBING: PEX piping is prohibited. Any plumbing piping installed or replaced shall be copper and shall match the existing copper installation in material and general configuration. All plumbing work, whether or not a permit is required, shall be performed by a licensed and insured plumber.

Estimated Start Date: _____ Estimated Completion Date: _____

Time Frame for Completion: _____ # of Days: _____

INSTRUCTIONS: Complete all pages of this form and give to the Property Manager along with all applicable attachments. The Property Manager will then forward to the ARC committee within 3 business days. The ARC Committee will then review and get back to you should they require any additional information. The Board of Directors will then approve, conditionally approve, deny, or table for further information. A copy of the approval will then be mailed to the Member and alterations may begin. A copy of the approval and any building permits shall be posted on the exterior door of the Unit during construction.

Date of Request: _____

Signature of Member: _____ Print Name: _____

Signature of Member: _____ Print Name: _____

II. SPECIFIC CRITERIA TO BE USED BY THE ARCHITECTURAL REVIEW COMMITTEE

Criteria dated 10/02/2020

The Member may also be required to meet additional criteria or guidelines set by the ARC or Board of Directors, as a condition for approval of the request.

A. EXTERIOR

1. FRONT DOOR: Front entrance doors to each unit must match the existing (original) type and color. This includes the door hardware such as handles and locks. Any variations must be submitted to the ARB for approval.

2. EXTERIOR STORAGE UNITS shall be no larger than 6 feet by 8 feet. They shall be contained within the assigned parking space such that a parked vehicle shall not extend into and impact the parking lot driveway. Colors shall be neutral. Storage units shall be constructed of metal, plastic, vinyl or polypropylene materials. Storage Units made from Any other material will be Approved on a case by case basis. Storage units must be securely anchored per hurricane standards. Sheds will be placed in the deeded appurtenance.

B. PLUMBING

1. PEX piping is prohibited. Replacement plumbing piping shall be copper, matching the existing copper installation. All plumbing work shall be performed by a licensed and insured plumber.

TRANSCRIPTION NOTES

1. Retyped October 2026 from the ARC alteration form posted on michafl.org as ARC_FORM_SHED (an image-only scan, 4 pages). Wording, numbers, and construction hours in the base form are reproduced as posted. A plumbing rule was added on November 4, 2026; see Note 9.

2. SCAN ARTIFACTS REMOVED: the hand-drawn star/asterisk marks, the hand-circled emphasis around one sentence on page 1 (the sentence itself is retained, printed plain), and a stray printed “14” at the foot of page 1 are not reproduced.

3. DUPLICATED PHRASE REMOVED: in the scan, the long legal bullet that closes the Terms of Agreement (item 10 in this retype) repeats the phrase “subject to legal action by MICHA” twice. It is printed once here.

4. CRITERIA DATE: page 4 of the scan is dated 10/02/2020. The criteria section is labeled “Criteria dated 10/02/2020” in this retype so the date of the criteria is preserved without reproducing the scan's loose date line.

5. TITLE SUPPLIED: the scan carries no separate form title beyond the Association's name. The title “ALTERATION FORM — Architectural Review Committee (ARC)” was supplied from the form's content and its posted file name (ARC_FORM_SHED).

6. “ARB” AS PRINTED — RETAINED: the criteria for front doors (Section II.A.1) read “must be submitted to the ARB for approval,” although the rest of the form says ARC. Retained as printed: the Treasurer confirmed on October 29, 2026 that ARB stands for Architectural Review Board and the wording stays as written. (An earlier same-evening edit changing it to ARC was reversed on the same confirmation.)

7. POSSIBLY INCOMPLETE SENTENCE: the last sentence of criteria item II.A.2 reads “Sheds will be placed in the deeded appurtenance.” and appears to be cut off in the scan; it is reproduced as printed. The office's paper original should be checked for the complete sentence before reposting. The same item's capitalization (“Storage Units made from Any other material will be Approved on a case by case basis”) is also reproduced as printed.

8. “MEMBERS SIGNATURE” on page 1 is reproduced as printed (no apostrophe).

9. PLUMBING RULE ADDED (November 4, 2026): Terms item 17 and Section II.B were added on November 4, 2026, and are not in the original scanned form. They prohibit PEX piping, require replacement plumbing piping to be copper matching the existing copper installation, and require all plumbing work to be performed by a licensed and insured plumber.