

ARCHITECTURAL MODIFICATION APPLICATION REQUIREMENTS

1. When is an Architectural Modification Application (AMA) required?

Owners should be aware that within their condo unit, they own all within the boundary of the windows, sliding doors, and paint/wall coverings. They also own the hurricane shutters and balcony lights. The Association owns, as common property, all within boundary of the floors, ceilings and drywall - including wall studs, plumbing, electrical wiring, etc. The balconies and garages are considered limited common property appurtenant to the condo unit.

Therefore, any changes an owner makes that affects any common or limited common property is like changing another person's property. This includes anything beyond the drywall, ceilings, concrete floors and concrete ceilings, garages and balconies/patios.

For this reason, the Rules and Regulations section 8.A states: "All remodeling, modifications, or alterations require Board approval, which begins with submitting an Architectural Modification Application (AMA) to the appropriate property management company representative who, in turn, will send your application to the Architectural Review Committee (ARC)." In some cases, additional documents must be submitted along with the AMA before it can be considered. The ARC will review the submission and issue advice to the unit owner if needed and to the Board regarding approval of the AMA. The Board will then consider the AMA and vote on it. **For most AMAs, owners should plan for this process to take two weeks to a month. Thus, it is important that the unit owner submit their AMA in a timely fashion relative to when they would like to start the work.**

Typical projects that require an AMA include, but are not limited to,

- A. Replacement of hurricane shutters.
- B. Replacement of windows and/or sliders.
- C. Replacement of the front door for the unit.
- D. Tinting of existing glass in windows and sliders.
- E. Any additions to the exterior of the unit.
- F. Installation of chargers for electric vehicles.
- G. Replacing or installing cabinets and/or countertops.
- H. Any proposed change in the unit floor plan.
- I. Modifying or moving any plumbing, duct work or electrical wiring that is behind drywall, or in the concrete floors or ceilings.
- J. Note that balcony railings are the responsibility of the Lantana COA and may not be replaced by unit owners.

An AMA is not required for the following:

- K. Replacing (in-place) interior electrical fixtures such as wall switches, outlets, ceiling lights or fans (where no drilling into the ceiling is required). It is recommended that these be done by licensed electricians or equivalent. **NOTE!** If drilling into the ceiling is required for the placement of lights or fans, **an AMA will be required**)

- L. Adding/replacing flooring and wall coverings such as wallpaper or painting of the interior walls.
- M. Mounting TVs or pictures to the dry walls (no mounting to the ceiling or floors is allowed).
- N. Replacing toilets or sinks using original placement and fittings (old toilets cannot be placed in the garbage bins; owner must call Property Management for bulk pickup.)
- O. Replacing plumbing that is not behind drywall (e.g. sink, drains, faucets, garbage disposals, etc.). It is recommended that these should be done by a licensed plumber or equivalent.
- P. Replacement of balcony light fixtures; however, those light fixtures must be identical in color and type to the original fixtures. Vendors for the correct fixtures are listed on the "Forms" web page. of the Lantana website Resident's Area. Note that bulbs for balcony light fixtures must meet Turtle Code requirements during turtle nesting season (May 1 - Oct. 31 every year).
- Q. Installation of door locks and doorbell cameras.
- R. Minor exterior paint touch-up (such as balcony floors): however, paint must match current paint color, will be provided by the Lantana HOA, and must be obtained from the on-site Lantana management company representative.
- S. Water heaters - See "Water Heater Replacement Policy" that may be found in the DOCUMENTS section of the Lantana Web Site Residents Area, <https://lantanaoceanfront.com>
- T. Air conditioner - HVAC Air Handler and/or Condenser. See 1) "How to Replace Air Conditioner Unit on Roof" and 2) Section 9 of the "New Sept 2022 Rules and Regulations" that may be found in the DOCUMENTS section of the Lantana Web Site Residents Area, <https://lantanaoceanfront.com> **NOTE that the New rules and regulations, section 9 specifies the size that the air conditioning unit must be for each of the 4 sizes of units at Lantana. If you want a different sized air conditioning unit for some reason an AMA must be submitted with justification.**

2. Specific modifications that are prohibited without Board approval:

In order to maintain the structural integrity of the buildings, the following items might not be approved by the Board. Any owner that makes such changes without Board approval may be financially responsible for all costs incurred by the Association in returning the modified common property to its original state.

- A. In most cases, the interior footprint of the unit may not be changed because load bearing walls and plumbing, electrical and air conditioning services were vertically stacked between units when originally constructed. Specifically, walls cannot be moved or removed.
- B. The concrete ceilings and floors should not be penetrated or modified in any way. (exceptions: see C and D below).
- C. If there are reasons that the floors or ceilings must be penetrated, you will have to submit an AMA to the Architectural Review Committee which provides a plan that will avoid damage to the building's Post-Tension cables that extend through the concrete floors and ceilings. For example, while Tapcons must **NEVER** be used in ceilings or floors for any purpose, Powder-Actuated Fasteners (PAF pins) of approved length (3/4") may be suitable.
- D. If there are reasons to modify, remove, or add partition (non-supporting) walls, an AMA providing plans that ensure supporting walls, plumbing and electrical will not be compromised is required.

- E. Once an AMA is approved, a member of the ARC or the Board may discuss the project with the contractor and/or check any work in progress to ensure that the submitted plan is followed.

It is better to ask questions first, before beginning any renovations or alterations to your condominium.

Also, the management company must be notified of any major interior renovations, i.e., when they will occur, for how long, and if a dumpster will be required. Arrangements for where to put the dumpster must be worked out with the management company.

Form Approved by ARC – 9/19/2025
Form Approved by Board – 9/30/2025