



Association of St. C Condominium Owners

OWNER ALTERATION/RENOVATION APPLICATION INFORMATION AND PROCEDURES

(update approved August 2026)

Our Association is committed to maintaining the integrity, safety, and aesthetic quality of the community while supporting owners in improving their properties. The renovation application process is designed to ensure that all modifications are reviewed fairly, efficiently, and in accordance with governing documents and applicable regulations. The goal is to provide clear guidelines, timely communication, and consistent decision-making so that owners can confidently plan and complete their projects while preserving the shared standards and long-term value of the community.

Before you submit a renovation application: Following is information that you will need to consider before submitting any renovation request. Please refer to the last page of this document for window and door references.

1) First, what is Association owned property in relation to my condo unit?

- All exterior common areas
- All exterior walls
- All interior structural walls
- All structural slabs
- Windows (Window A, B, C, D)
- Exterior doors (Door 1, 2, 3, 4, 12)
- Gallery railings
- Gallery slider (Door 10) (excludes screen doors)
- Gallery and bedroom shutters (Located at Door 11 and Window B)
- In-wall utilities (excludes wiring)

2) Second, when do I need to submit a renovation request application for review/approval?

➤ Work that does not need an application:

- Interior painting
- Interior bedroom/bathroom door replacement in existing location (Door 5, 6, 7, 13)
- Interior closet door replacement in existing location (Door 8, 9)
- Appliance replacement in existing location
- Plumbing fixture replacement in existing location
- Plumbing leak repairs outside of walls (i.e. sink, toilet, dishwasher, water heater, etc. and their associated visible piping) – licensed plumber required to perform the work
- Minor electrical repairs/replacements (i.e. breaker, outlet, switch, light fixture, etc.) in existing location (no new conduit runs) – licensed electrician required to perform the work
- Installation of a screen door on the interior side of front exterior door (Door 1)
- Screen repairs

➤ Work that requires an application to be submitted and approved:



Replacement of existing (any one of the following):

- Air conditioning unit –
 - replacement of existing unit(s) that comply(ies) with the A/C guidelines and no change in size or location
 - installation of new unit(s) that comply(ies) with the A/C guidelines
- Water heater – replacement of existing with no change in location
- Electrical panel – replacement of existing panel with no change in location

Minor renovation work (no layout changes):

- Demolition and replacement of existing interior floor tile
- Demolition and replacement of existing wall tile
- Demolition and replacement of existing cabinets (kitchen, bathroom and powder room)
- Relocation of existing electrical panel (typically to interior of unit)
- Surface-mounted installation of new electrical conduit and wiring (i.e. for 1 new outlet or fixture)
- Installation of plumbing shut-off valve
- Installation of parking-lot-side hurricane shutters (Window A, C, D)

Major renovation work (layout changes):

- Interior wall modifications
- Cabinet, appliance and fixture location modifications
- Plumbing modifications
- Electrical modifications

3) What if I want to request changes to Association owned property as it relates to my unit?

- Work that may be considered (conditions will apply, if approved, to include owner acceptance of the cost/coordination of any/all future maintenance/repairs and any/all related liability due to the modifications):
 - Replacement of front door lockset (Door 1) [replacement] Keys must be provided to the Association
 - Replacement of bedroom gallery door lockset (Door 12) [replacement]
 - Replacement of bedroom gallery door and lockset (Door 12) [minor]
 - Replacement of hurricane shutters (Located at Door 11 and Window B) [minor]
 - Installation of tile on rear gallery [minor]
 - Painting the rear gallery a different color [minor](paint color must be approved)
- Work that will **NOT** be approved:
 - Modifications to structural exterior/interior walls or slabs that affect the structural integrity, including trenching
 - Rerouting of existing plumbing that is extensive, involves Association property, or trenching



- Replacement of front exterior door (Door 1)
- Modifications to exterior closets and doors (Door 2, 3, 4)
- Installation of an additional rear gallery slider (Door 11) Gallery is not to be enclosed, it was not constructed to be “indoor” space
- Removal or relocation of gallery sliders (Door 10) These sliders must remain in original location
- Removal and infill of bedroom gallery door opening (Door 12)
- Tile/flooring on front porch
- Installation of new A/C units that do not meet the A/C guidelines
- Installation of an exterior screen door at front exterior door (Door 1)

4) Why are there fees, depending on the type of work being applied for?

Your project takes time away from the office and maintenance staff's normal duties for the Association:

- Staff must review all applications and ensure complete submissions are received. If not complete, there will be multiple communications required with you until such time a complete submission and payment is received.
- Staff must physically inspect your unit, document the existing conditions, prior to submitting your application to the Board for approval.
- Staff must communicate with the Board during the review process. If not approved with the first submission, additional communication between the owner and Board is required.
- After approvals, staff spend time coordinating with the owner throughout the duration of the project, send communication to the other owners regarding noise/parking/etc. (as required), and perform progress and/or final inspections.

5) If I submit all documents as requested, am I guaranteed approval?

No. Additional documentation may be requested after review. And it depends on what you are requesting. Changes to your design might be required. The intent of the Association is not to prohibit alterations to the property but to ensure that any modifications are performed in a way that preserves structural integrity, life-safety requirements, exterior uniformity and other condo owners' property.

Procedures: Following is a list of what you need to provide for your application to be considered for approval. Remember that the Bylaws specifically state that you must have approval in writing before starting any work that affects Association owned property. Any work done without written approval is in violation of the Association documents and is subject to fines, fees, repairs, etc. An inspection of the unit is required by the General Manager before any work is begun and, depending on the scope of the renovation or repair, a schedule of inspections will be conducted at the discretion of the General Manager.

What is required to be submitted:



- Replacement of existing:
 - Application form – completed and signed by the owner of record
 - Photos of existing to be replaced and location
 - Proposed new equipment information (product data/specifications)
 - Contractor's:
 - Business and/or professional license
 - Insurance
 - Proposal with detailed, written scope of work
 - No fee is required
- Minor renovation work
 - Application form – completed and signed by the owner of record
 - Drawing and/or sketch
 - Proposed new materials/equipment information (product data/specifications)
 - Contractor's:
 - Business and/or professional license
 - Insurance
 - Proposal with detailed, written scope of work
 - \$100 application fee
- Major renovation work:
 - Application form – completed and signed by the owner of record
 - Construction plans and details (by professional architect and/or engineer)
 - Plans and details must include all work being applied for in this application
 - Engineer letter (where applicable for structural modifications)
 - DPNR permit (or official letter stating not required)
 - Proposed new materials/equipment information (product data/specifications)
 - Contractor's:
 - Business and/or professional license
 - Insurance
 - Proposal with detailed, written scope of work
 - \$250 application fee

All documentation must be submitted by the owner in one complete package. Multiple submissions with incomplete parts of required documentation will not be accepted. It is the owner's responsibility to ensure that a complete application is provided, including a copy of all contractor documentation even if the contractor performs work for the Association. Application fees are due prior to any review begins.

Considerations:

- *Recently, there has been an uptick of owners wanting to convert their units into two bedrooms. **The St C Condominium's Declaration prevents any occupancy over three (3).** While maximum occupancy allowable for a two-bedroom condominium (according to USVI) is five, the St C Condominium's Declaration standard is what is enforced. Adding a bedroom does not increase the amount of people allowable in your condo.*



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- *Additionally, the St. C infrastructure was built to support occupancy at no more than 3 occupants per unit. There are potential consequences to the entire complex by exceeding the occupancy standards. This standard is strictly enforced.*
- *Trenching in the building's concrete slab (above or below) and/or chipping into the structural block walls to hide plumbing piping and electrical conduit/wires weakens the structural integrity of the building. There are other ways to hide piping and conduit (i.e. running behind cabinets or furring out a wall) that achieve the aesthetic you are looking for without affecting structural integrity.*
- *The front porch, exterior closets, and rear gallery are limited common elements. This means that the Association owns these areas, but your unit has exclusive rights of use. While it is "your" front porch, exterior closets, and rear gallery to use, it is not a right of any owner to make modifications. Minor modifications such as tile on the gallery for instance may be approved by the Association but the Owner accepts total responsibility for these modifications. With the tile as an example: if concrete repairs are needed on the gallery and the tile must be removed, it is not the responsibility of the Association to put the tile back in place or replace the tile.*
- *St C was designed for the rear galleries to be for exterior use. That space was not built to be converted into indoor space with just the placement of another slider. In unit that have enclosed the gallery, there is a history of the water to leaks from the gallery above into the gallery below, causing damage to the modifications. Note that such damage is not the responsibility of the Association. Those modifications are no longer allowed.*

