



Electric Vehicle Application

Unit Number: _____

Date: _____

Complete & submit this form 14 days prior to commencement of any condominium renovations, remodeling and/or exterior modifications.

Submit to: ARC@keysenterprise.com

Unit Owner: _____

Telephone #: _____ **Cell #:** _____ **E-mail:** _____

Contractor/Handyman: _____

Telephone #: _____ **Cell #:** _____ **E-mail:** _____

Contractor License #: _____ **Start Date** _____ **End Date:** _____

Description

Describe product being installed:

All work that may cause a disturbance must be done between Monday through Friday between 8:00AM and 5:00PM. Drilling into concrete must be approved by the Board of Directors prior to work commencing. All work must be done in compliance with Shorewood Documents, Rules and Guidelines, and Material Specifications and Installation Requirements. All debris must be removed by the Contractor, it cannot be left onsite or in the property dumpster.

- 1. Contractor licensed to perform work? Yes No
- 2. Proof of Insurance? Yes No
- 3. Materials certified and meet all Codes? Yes No
- 4. Installation methods conform to Specifications? Yes No
- 5. Any part of Installation electrically operated? Yes No
- 6. Are permits required prior to Installation? Yes No

Attach the following documents (as applicable):

- ✦ _____ Proof of Liability Insurance..... Expiration _____
- ✦ _____ Proof of Workers Compensation policy..... Expiration _____
- ✦ _____ Copy of License..... Expiration _____
- ✦ _____ Proof of Auto Insurance..... Expiration _____
- ✦ _____ Material Specifications/Testing Certificate.... Expiration _____
- ✦ _____ Required Permit(s)

I hereby agree to adhere to the current Shorewood rules regarding Renovations, Remodeling and/or Exterior Modifications as documented in the Shorewood Rules, Guidelines and Information, Section D Work must be approved prior to work commencing. Submit completed Installation Application Form to Shorewood property management. Incomplete form, missing documents, or documents missing information will be rejected.

Unit Owner Signature

Date

Contractor Signature

Date

ELECTRIC VEHICLE CHARGING REQUIREMENTS

1.0 Electric Vehicle Charging Strategy

- 1.1 The Association anticipates that owners will purchase electric vehicles and will inquire about the Association's policy on recharging the batteries.
- 1.2 The following procedures have been adopted by the Shorewood Community Association, ("Association"), pursuant to FS 718.116 at a regular meeting of the Board of Directors.
- 1.3 The Board of Directors believes it to be in the best interest of the Association to establish a uniform and systematic procedure for owners to recharge an electric vehicle (EV). Owners and leasees will be required to establish an independent recharging system at their own expense. This will insure that the Association and other owners are not unfairly paying for electricity for the benefit of a single owner.
- 1.4 Therefore, the Association is adopting the following procedures and policies for persons wishing to recharge an electric vehicle on Association property.

2.0 Electric Vehicle Charging Policy

- 2.1 The Association shall allow, wherever feasible, an owner who has an electric vehicle (EV) to install an electrical circuit from their own electric meters to their deeded garage parking space at no cost to the Association. No other destination is permitted.
- 2.2 The owner requiring a station for charging his EV will conform to the Policies and Procedures of this document. The Association will approve an owner's request to install a charging circuit upon the review of an owner's application showing the intended electrical circuit will be installed to existing building code, meeting the existing building architectural standards, by a licensed electrician, and with appropriate permit (s).
- 2.3 The Association will impose a fine of \$50.00 per day to any owner who charges his EV using electricity supplied to the common elements of the Association. The daily fines will continue in the same amount each day that the violation continues. The fine will be levied on the basis of each day of a continuing violation; however, no fine shall in aggregate exceed \$1,000. No fine may become a lien against a unit. You should be aware that condominium associations may levy fines in the above manner even if the condominium documents do not provide for such fines.
- 2.4 The owner desiring to install a charging station for his EV will follow the procedure as set forth in Section 3 of this document. Once the owner desiring to install a charging station for his EV follows these procedures, the Association will review and approve/deny the application per the procedures set forth in Sections 3 and 4 of this document.
- 2.5 The owner has full control and sole responsibility for the use of his circuit. The Association will not be liable for the maintenance or operation of this circuit, and the Association will not be responsible for any other's use of the circuit.

3.0 Electric Vehicle Charging Procedures

- 3.1 Approval to install EV charging circuit in any parking garage requires conformance with this procedure prior to initiating any physical installation work. It is also recommended the owner discuss with the contractor the type of circuit desired as described in Section 5 of this document.
- 3.2 Requests for Electric Vehicle Charging Circuit Installation shall be submitted on the Shorewood 'INSTALLATION APPLICATION FORM'.
- 3.3 After completing the application, it will speed up the review and approval process by hand delivering package to Shorewood property management. Once approval is granted, it may be necessary to follow up in order to complete the process. Permits are required! Your application will indicate a need to provide assurance the permits have been secured prior to work being performed. Any local government fine incurred for unpermitted work will be the responsibility of the owner, an additional fine of \$100 may be levied upon the owner for failure to comply with this policy.

4.0 Review and Approval of Electric Vehicle Charging Installation

- 4.1 Within twenty one (21) working days, the Board will review the application and either approve or disapprove the application.
- 4.2 If approved, Shorewood property management will notify the owner to proceed and return a copy of the approved application for his records.
- 4.3 If application is denied, it will be returned to the applicant with the reasons for not approving. These discrepancies may be corrected and the revised application resubmitted.

5.0 Types of Electric Vehicle Charging Stations

There are two sizes of charging circuits. The first is the normal convenience outlet found in a typical garage. This is sufficient for Level 1 charging. However, since the currently installed outlet uses Association (or common) electric, it CANNOT be used to recharge vehicles. A separate Level 1 metered system must be installed. Owners should ensure to discuss options with your electrical contractor so he can design and install the proper equipment (Level 1 or Level 2).

5.1 Level 1: 120-Volt

The most basic, Level 1 System, will be 120-volt home system that doesn't necessarily require any special hardware. In essence, your EV can be plugged straight into an isolated metered normal three- prong wall outlet using a special charging cord.

Since you are required to provide your own electrical charging circuit, you need to consider what size circuit will be best for you charging station. While it will work, Level 1 charging won't offer a particularly fast charge. The typical estimate for a car like the 2011 Nissan Leaf is around 8 to 12 hours.

5.2 Level 2: 208-Volt

If you want a quicker charge, and many potential EV owners probably come under this category, a Level 2 charger will likely be your best choice. The typical Level 2 system requires residential 240 volts at around 30 amps. It will cut Level 1 charge time in half.

6.0 **Compliance**

After the effective date of this specification, all installations of Electric Vehicle Charging Stations must meet and comply with these specifications. Failure to comply with Florida Building Code and the City of Cape Canaveral Building Code and/or these specification requirements will require the removal of the installation and associated repairs at the unit owner’s expense. All installations will be inspected by a Professional Engineer and any deficiencies corrected at the owner’s expense prior to the inspection by the Cape Canaveral Building Inspector. All work shall be safely performed and shall conform to the requirements of Occupational Safety and Health Act (OSHA).

The Contractor, as a minimum, shall meet or exceed the applicable requirements of the latest revision of the following codes and specifications published by the following organizations:

ANSI	American National Standards Institute
ASME	American Society of Mechanical Engineers
ASTM	American Society of Testing Materials
EPA	Environmental Protection Agency
ISO	International Standards Organization
OSHA	Occupational Safety and Health Act
SSPC	Steel Structures and Painting Council

I have read the specifications adopted by the Shorewood Community Association and will comply with these installation specifications as described. I understand that failure to comply with the latest Florida Building Code and/or the City of Cape Canaveral building code will result in action by the Board and/or legal counsel at the expense of the unit owner. Shorewood Community Association shall be held harmless if an approved installation fails.

Owner(s) Signature: _____ Date: _____

Contractor Signature: _____ Date: _____

APPROVED? Yes No **Date:** _____, _____

By: _____ Title: _____