

Trust Management Service Group.

REQUEST FOR APPROVAL FOR ARCHITECTURAL MODIFICATION

INSTRUCTIONS: To process this request, the following documents must be submitted, either via email to Customerinfo@trustmgt.net (as a single PDF file) or delivered to the Management Office. The process takes approximately 14 business days.

1. This completed application.
2. Detailed description and specification of the proposed modification. (Example: Type, Location, Materials, Color, Design, Dimensions, Plans, Survey, Pictures and other information as may be pertinent to complete your request)
3. Copy of Proposal or Agreement made with Contractor which includes the Description of the Services being provided.
4. Copy of the Contractor's License.
5. Copy of the liability insurance certificate, bearing the name of the Association and including the address.

PROPERTY OWNER INFORMATION

Owner(s) Name: _____

Property Address: _____

Phone: _____ Email: _____

Hereby, I/we request to make the following modification, alteration, or addition, as described below.

- ☐ Panting ☐ Roof ☐ Door ☐ Windows ☐ Shutters ☐ Landscape ☐ Driveway ☐ Satellite Dish
- ☐ Water Heater ☐ Awning ☐ Fence & Gate ☐ Plumbing ☐ Electrical ☐ AC Unit ☐ Sliding Door
- ☐ Cabinets ☐ Flooring (Impact Insulation 65IIC) ☐ Other

Description (Attach additional pages if necessary): _____

Contractor Information:

Company Name: _____

Address: _____

Phone: _____ Email: _____

License # _____ Liability Co. Name & Policy# _____

Contractor Signature _____

If work is being done by the Owner, please mark _____ **NO CONTRACTOR / BY OWNER**

By submitting this Application, we agree to the following terms and conditions as described below:

- Do not commence any work or modification until written approval is granted. If work begins prior to being authorized, the Owner will be fined.
- All installations, alterations and modifications shall be of professional design, quality and materials.
- The Board of Directors / Architectural Review Board reserves the right to require additional information & request modifications to the original plans.
- Any approval granted herein is subject and conditioned upon obtaining the necessary approval / permits required from any City and/or County Building and or Zoning Departments, as may be required in accordance with the local codes, laws and ordinances, prior to the commencement of work. It is the Owners responsibility to provide said information to the Association to validate the Architectural request.
- Access to areas of construction is to be made exclusively through the individual owner's lot, property and/or unit entrance only.
- The owner shall be ultimately responsible for any damages incurred to common property, other property and personal injury as a result of the modification or improvement, as well as any additional maintenance cost that may be incurred, as a result of the modification, improvement, violation of the rules and regulations and / or negligence on his behalf and / or his contractors, vendors. The Association has the irrevocable right to subrogate damages, expenses and the cost of defense to the Owner.
- During construction of any approved modification or improvement, all portions of the property shall be kept clean, neat and in an orderly condition at all times. Any debris, trash or mud resulting from the construction shall be promptly removed or remedied, as appropriate, from the lot, unit, limited and/or common elements on a daily basis.
- Abide with the Association's authorized days and approved hours for construction and modification as listed on the Rules and Regulations.
- All contractors must be properly licensed and insured for liability. Proof of such is REQUIRED prior to the commencement of the modification.

Signature of Owner(s) _____ Date: _____

Board of Directors Signature: _____ Print Name: _____