



# Architectural Modification Application Form

Date \_\_\_\_\_ Lot # \_\_\_\_\_

Unit Owner (Applicant) \_\_\_\_\_

Property Address \_\_\_\_\_

Telephone # (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Describe in detail type of alteration and material to be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

An application requesting approval of any alteration which occurs outside the exterior wall of the building, and therefore in the common element MUST BE ACCOMPANIED BY **SKETCH** INDICATION LOCATION, SIZE, AND TYPE OF CONSTRUCTION, A COPY OF THE **SURVEY**, AND OTHER PERTINENT INFORMATION. ALSO ATTACH COPY OF YOUR CONTRACTOR'S LICENSE AND INSURANCE CERTIFICATE.

**I / We understand and will comply to:**

1. That if the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the owner's expense.
2. **In making this request. I / We understand and hereby agree to repair any damages caused to common area or limited common areas as a result of this work and will restore these areas to their original condition within two (2) weeks of completion.**
3. In making this request, I / We understand that it is my responsibility to apply for and obtain all necessary permits required by the city or county, and to comply with any and all municipality codes and ordinances.
4. I / We agree to remove any debris from our property, common area or limited common areas as a result of the performed relating to this modification.
5. I / We agree to abide by the decision of the architectural review committee or the board of directors.
6. That if the application is not approved or does not comply, I / We may be subject to court action by the association and that I / We shall be responsible for all reasonable attorney's fees.
7. Approval is valid for no more than 90 days from date of approval letter.
8. I / We understand and acknowledge that approval of this request must be granted before work on the modification may commence and that if modification / installation is done without the approval of the association, the association may force the removal of the modification / installation and subsequent restoration to original at my expense.

Refundable Deposit Schedule:	<b>-\$1000.00 - \$2000.00 = <u>\$200.00</u></b>	<b>-\$2000.00 - \$5000.00 = <u>\$500.00</u></b>
	<b>-\$5000.00 - \$15000.00 = <u>\$1,000.00</u></b>	<b>-\$15,000.00 and up... = <u>\$1,500.00</u></b>

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
Application approved \_\_\_\_\_ Application denied \_\_\_\_\_

Authorized Signature to begin modification: \_\_\_\_\_ Date: \_\_\_\_\_

- Final approval is required once modification has been completed.

NOTES: \_\_\_\_\_



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**APPLICATION FOR ALTERATIONS**

PROPERTY ADDRESS: \_\_\_\_\_

ACTION BY THE ASSOCIATION:

DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ \* NOT APPROVED: \_\_\_\_\_

\_\_\_\_\_  
ASSOCIATION DIRECTOR

\*NOTE: IF NOT APPROVED, THE FOLLOWING IS THE REASON:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WAIVER OF LIABILITY**

The undersigned hereby agrees that any and all liability caused by or arising from any acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against Portofino Shores Homeowners Association and Bayshore Association Management, Inc., “as their interest may appear,” and they shall be held harmless from any liability arising there from and indemnify them for all losses, costs, expenses, and attorney’s fees in connection with any such addition to their unit.

Date: \_\_\_\_\_

\_\_\_\_\_  
Unit Owner

\_\_\_\_\_  
Unit Owner

WITNESS:

\_\_\_\_\_  
\_\_\_\_\_

PLEASE RETURN APPLICATION TO: PROPERTY MANAGER