

FOREST OAKS II HOMEOWNERS ASSOCIATION

REQUEST FOR APPROVAL FOR ARCHITECTURAL MODIFICATION

INSTRUCTIONS: Return completed form by email or hand deliver to Linda Johnston. There is no application fee to submit the application. If an incomplete application is submitted, it will be returned to the homeowner. The homeowner will be assessed a \$25.00 application fee to resubmit the application. The application fee is due at the time of the resubmission. *No work may commence until the homeowner has received notification of the Board's decision.*

1. The 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. For any work or modifications with a value of \$25,000.00 or greater, the contractor must provide a copy of the Contractor's License.
5. For any work or modifications with a value of \$3,500.00 to \$24,999.00, the contractor may provide a copy of the Home Improvement License in lieu of the Contractor's License.
6. For any work or modifications with a value of less than \$3,500.00 the contractor may provide a bond in the amount not less than two times the value of the work to be completed in lieu of the Contractor's License or the Home Improvement License. The bond must be payable to the Forest Oaks - Section Two (a condominium).
7. For any work or modifications, the contractor must provide a copy of the Certificate of Liability Insurance naming the Association.
8. For any work or modifications, the contractor must provide a copy of County Permits (if applicable).

TO: Board of Directors

FROM: Owner(s) Name: _____
Property Address: _____
Phone: _____
Email: _____

I/We are hereby requesting to make the following modification, alteration, or addition as described below (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Painting | <input type="checkbox"/> Awning |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Fence and Gate |
| <input type="checkbox"/> Doors and Windows | <input type="checkbox"/> Trellis |
| <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Other |

Description (Attach additional pages as necessary): _____

Contractor Information: (If work is being done by the Owner, please leave this section blank and mark the box that says NO CONTRACTOR/BY OWNER)

Company Name: _____

Address: _____

Phone Number: _____

Email: _____

License Number: _____

Liability Company Name and Policy Number: _____

Contractor Signature: _____

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

1. Do not commence any work or modification until written approval is granted. If work begins prior to being authorized, the Owner will be fined.
2. All installations, alterations and modifications shall be of professional design, quality and materials.
3. The Board of Directors reserve the right to require additional information and request modifications to the original plans.
4. Any approval granted herein is subject and conditioned upon obtaining the necessary approval/permits required from the city 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 Owner's responsibility to provide said information to the Association to validate the Architectural request.
5. Access to areas of construction are to be made exclusively through the individual Owner's lot, property and/or unit entrance only.
6. 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 costs 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 Contractor's or vendor's behalf. The Association has the irrevocable right to subrogate damages, expenses and the costs of defense to the Owner.
7. During the 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 daily.
8. Abide with the Association's authorized days and approved hours for construction and modification as listed on the Rules and Regulations.
9. All construction and or repairs are to be done in accordance with the Amended and Restated Master Deed, By-laws, Policies, and Rules and Regulations.
10. 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)

Owner

Date

Owner

Date

For Board of Directors Use Only:

Date Application Received: _____

Date of Disposition: _____

Approval Granted: _____

All construction and or repairs are to be done in accordance with the Amended and Restated Master Deed, By-laws, Policies, and Rules and Regulations.

Subject to additional terms or requirements as noted below and/or attached
(_____ Check if applicable):

Approval Denied: _____ Explanation: _____

Members of the Board of Directors:

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name