

**WINDTREE OAKS HOMEOWNERS' ASSOCIATION, INC.**  
**Architectural Review Committee Modification Request Form**  
Submit via Mail: 7800 – 66<sup>th</sup> Street North, Suite 205, Pinellas Park, FL 33781  
Submit via Email: [jmorrison@condogrp.com](mailto:jmorrison@condogrp.com)

Owner Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Phone(s): Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email(s): \_\_\_\_\_

Contractor: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Modifications MUST conform to the approval of the Architectural Review Committee and the Association's guidelines in accordance with the Association's Declaration of Covenants, Conditions and Restrictions and the Association's Rules and Regulations. Approval is required in advance of any work being performed.

The undersigned requests to make the following change, alteration, renovation or addition to my property.

**CHECK ONE PER APPLICATION**

- Exterior Painting       Screen Enclosure       Landscaping       Lawn Replacement  
 Patio       Pavers       Fence       Shed       Roof       Other: \_\_\_\_\_

Description: \_\_\_\_\_

Please attach: 1) Copy of a property survey showing location(s) of proposed change, alteration, renovation or addition; 2) Drawings of your plan(s) or any contractor proposal; 3) Color photos of project of project and all color samples/descriptions.

Note: Applications submitted without one of the three items listed above will be considered incomplete, not be processed and will be returned to you.

**The undersigned hereby understands and agrees to the following conditions:**

- No work will begin until written approval is received from the Association. Work must be completed within 6 months of the approval date or you must reapply for approval;
- All work, once commenced, will be done expeditiously and in a professional manner by a licensed contractor or myself;
- All work will be performed in a manner that will minimize interference and inconvenience to other residents;
- Owner assumes all liability and will be responsible for any and all damages to other lots and/or common areas, which may result from performance of this work;
- Owner will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
- Owner is responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. Owner will obtain any necessary governmental permits and approval for the work;
- Owner understands that once this form is received by Management Company, it will be forwarded to the Architectural Committee and NO work may commence without a written approval from the Committee which can take up to thirty (30 days);

HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE GOVERNING DOCUMENTS OF THE ASSOCIATION WHEN  
MAKING ANY EXTERIOR MODIFICATIONS

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_