

# HERON SHORE HOMEOWNER'S, INC.

Managed by KEYS-CALDWELL, INC. 1162 Indian Hills Blvd., Venice, FL 34293 Telephone: (941) 408-8293 Fax: (941) 408-8664

## REQUEST FOR ARCHITECTURAL/GROUNDS MODIFICATION OR REPAIR

OWNER: \_\_\_\_\_ LOT # \_\_\_\_\_ PHONE \_\_\_\_\_

### Terms and Conditions:

- 1 The unit owner assumes full responsibility for maintenance of the modifications herein described, and holds the Association harmless from any liability or damage to the subject property, contiguous property, or community common property as a result of this modification. All work is to be done at the owner's expense and in conformance with the Association's documents.
- 2 This request is subject to obtaining all applicable county and state building permits. Work requiring a building permit must be completed by a licensed and insured contractor. If a permit is required, complete the following information:

Contractor Name: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

- 1 Any damage to the sidewalks, roadways, irrigation system, and utility & cable TV facilities will be restored at the owner's expense.
- 2 The owner is required to notify the appropriate chairperson or the Board of Directors upon completion of the project.
- 3 The Association will inspect the completed project within 72 hours (or as soon as practically possible) of notification of completion to ascertain compliance with this request.
- 4 **EMERGENCIES:** No work will begin prior to the approval of this request unless the work is of an emergency nature. If an **EMERGENCY** exists, check here \_\_\_\_\_ and describe the work in the space below.

Approval is hereby requested to make the following modifications, alterations or additions as described below or on additional pages if necessary. Details such as dimensions, materials, color, design, location and any pertinent information **must be included.**

Plan of Work:

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

( ) The Board of Directors has approved your request for the above modifications, alterations or additions. A copy of this request is being retained for our records by the Association and shall serve as proof of the Board's approval. (*Note: Contact Sarasota County for any required permits for this project. If required, please submit a copy of the permit to the Board.*)

( ) The Board of Directors has rejected your request for the above modifications, alterations or additions. *Please see comments below:*

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit request in TRIPLICATE to Heron Shores HOA, c/o KEYS-CALDWELL, INC. 1162 Indian Hills Blvd., Venice, FL 34293 to be acted upon at the next regularly scheduled Board of Directors meeting.