

Modification Process and Guidelines for Southwind Residents

Updated January 2021

The Modification Committee is set in place by the Southwind Owners documents and the Association's Board of Directors to oversee and review any modifications to the exterior of residences and surrounding landscaping. The purpose of the committee is to assist in keeping the appearance of residences in the Southwind community uniform, while respecting residents' personal choices. The committee consists of five (5) volunteer members who review requests and make recommendation to the Board.

Here is how the process works.

1. Review attached list of guidelines to see if your modification requires approval.
2. Completing the request form identifies owner and requested project.
3. Take the form to two neighbor's (on each side or across from you) to have them sign it. This insures you and your neighbors can avoid any surprises. An email from neighbors giving approval is acceptable if neighbors are not in residence.
4. Send, drop off or mail the completed form to Susan King, 8644 Southwind Bay Circle or email to susan.king@stradaeducation.org.
5. The Modification Committee will then review, clarify any questions, and get your completed request form to the Board with the committee recommendation.
6. The Board then schedules an open meeting per Florida Statute 720 to review committee recommendation and vote a decision.
7. A Modifications Committee member will advise you when your request has been approved.

The entire process usually takes less than 2-3 weeks for the committee to review your application, recommend it to the Board, and for the Board to schedule a meeting. Please allow this time before you schedule your work. Note: Projects that are of an architectural nature may require additional time.

Work cannot begin until approved by the Board.

If you have any questions, please call Committee members:

Susan King	(317) 946-4865	Judy Mackall	(239) 337-7556
Dan White	(239) 437-7668	Dave Murphy	(630) 738-3625
Kandy Shobe	(239) 823-8500		

The following list are items requiring Board approval:

1. Repainting the residence exterior or front doors. Please submit color choices at the time of request for new or original color choices.
2. Installation of satellite dishes. Please note that the dish should be installed in an inconspicuous area on the side of the residence toward the back and near the roof.
3. Fence installation will be considered on a case-by-case basis. This will require scaled drawings and a materials list. Please keep irrigation issues in mind.
4. Installation of Hurricane Shutters/Storm Shutters/Solar Shades/Impact Windows. Color choice needed.
5. Installation of Solar Panels (to be located away from the front of the residence).
6. Extensive exterior remodeling will require a set of architectural drawings and a contractor's materials list.
7. Driveway, (i.e. paver, tile or concrete removal or replacement) and roof replacement. Please submit color choice at the time of request.
8. Additional landscaping or modifying existing beds. (Refreshing existing beds with similar materials will not require approval.)
9. New Landscaping curbing requires scaled drawings and a materials list.
10. New Tree installation (Please provide type of tree, size, and Location).
11. Installation of architectural embellishments, (Moldings, garage door hardware, columns, or Railings.
12. Installation of decorative shutters and porch or garage door screening.

Items not requiring Board approval.

1. Mailboxes must be restored uniformly with current color and proper house numbers.
2. Interior painting
3. Roof Repair.
4. Exterior Light replacement (landscape lighting or garage coach lights)
5. Replacing front doors or side garage doors
6. Maintenance/adding rock or stepping stones between houses

An application form is attached for your convenience.