

Southwind Preserve Homeowners Association
Fort Myers, Florida

Date Received by MC:
MC Recommendation to Board:
Date of MC Recommendation:
Board Approval/Denial:
Date of Board Approval/Denial:

Architectural Modification Request Application (Page 1 of 2)

Please submit this form at least two weeks prior to scheduling work. Submit this form to ***Susan King, 8644 Southwind Bay Circle or email it to: susan.king@stradaeducation.org.*** If you require assistance, call ***Susan King (317) 946-4865, Dan White (239) 437-7668, Judy Mackall (239) 337-7556, Dave Murphy (630) 738-3625, or Kandy Shobe (239) 823-8500.***

Please use this form for any architectural, structural or landscape modifications. Refer to the attached sheet for a complete listing.

The signatures of two neighbors (either on the side or across from your home) are required on page 2 of this request form before the Modifications Committee will approve your request. An attached email from neighbors not in-residence giving approval is acceptable.

Homeowner and co-owner's names (print):

Address:

Phone Number:

Email address:

Date:

An application requesting approval for any modification which occurs outside the exterior walls of the home **MUST BE ACCOMPANIED BY A MATERIALS LIST AND PLANS** indicating location, size and type of construction and other pertinent information. ***Please include a copy of the survey of your home and a diagram or blueprint of the modifications.***

Describe, in detail, type of modification and materials to be used. (Attach additional paperwork if necessary.)

Contractor/Vendor Name

License #

If approval is granted, it is not to be construed to cover approval of any Lee County code requirements. A building permit from the Lee County Building Department is needed on most structural modifications and/or improvements.

Time line. As part of the approval process, a time line to complete this project must be established. Responsible parties are you, the homeowner, and the related contractors or sub-contractors.

Date of commencement:

Date of expected completion:

No project can extend longer than 180 calendar days.

Debris removal and project clean up.

On a daily basis, the project site requires proper disposal of construction debris to be deposited in a closed container, dumpster, storage bin, etc. The bin cannot be located in the street. It must be on the owner's property and can remain there for a maximum period of 30 days. 30- and 40-yard containers are not allowed on the site.

Site Restoration.

After the project is completed, the homeowner is responsible for any repairs necessary to neighbors' landscape, sidewalk or street. These repairs must be completed within 30 calendar days. After the 30 days, the HOA will hire a contractor to complete site restoration at the homeowner's expense.

As a condition precedent to granting approval of any request for a change, modification or addition to an existing basic structure, that the applicant, the heirs, and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such modification or addition.

It is understood and agreed that the Association is not required to take any action to repair, replace, or maintain any such approved change, modification, or addition, or any damage resulting thereof for any reason to the existing original structure or any other property. **THE HOMEOWNERS ASSUME ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND UPKEEP.**

We will be responsible for the necessary restorations to the neighboring properties listed below, as required to complete the job, including the cost to move, repair, and/or replace all necessary irrigation lines or irrigation heads.

Homeowner's signature: _____

Co-owner's signature: _____

Date: _____

The section below confirms that our neighbors are aware we are making the aforementioned modification(s) to our home. Neighbors' addresses and signatures are mandatory for your request to move forward. If not complete, it will be returned for completion. * An attached email giving approval is acceptable from neighbors not in residence.

Print first neighbor's name(s): _____

First neighbor's address: _____

First neighbor's signature: _____ Date: _____

Print second neighbor's name(s): _____

Second neighbor's address: _____

Second neighbor's signature: _____ Date: _____