



THE MANORS OF INVERRARY XII ASSOCIATION, INC.
4164 INVERRARY DRIVE
LAUDERHILL, FLORIDA 33319
PHONE: (888) 965-9644

REQUEST FOR ARCHITECTURAL MODIFICATIONS

Unit _____

The purpose of this form is for the property owner to request a modification or alteration to interior areas (walls, windows or doors) part of and/or adjacent to the property mentioned above, this may involve the replacement of windows or sliding glass doors, the installation of hurricane shutters, installation of exterior lighting, installation or replacement of tile floors, etc. **All or any intended alteration must be in accordance with the Association's requirements and/or specifications as governed by the Condominium Documents, Board of Directors and the Association's Rules and Regulations (Items #20-22).** In order for the request to be considered for processing, the following information is required to be attached to this form:

- **A legible copy of the contractor's valid license and current liability insurance is required.**
- **A copy of permits**
- **Written and legible specifications of the proposed modifications, including, yet not limited to: color, style, model, weight, etc. is required. Unless your improvement can be properly described on this application, we request that you provide a sketch.**

Homeowner's Acknowledgement and Agreement:

1. I/We the homeowners (s) of the property mentioned above, hereby request that the Board of Directors approve the following modification or alteration to:

2. I/We, the homeowner (s), agree and understand that I am required to place a refundable escrow deposit in the amount of **\$500.00**. If construction is not done within the time provided, or its not compliant with coding or zoning regulations, you will be subject to a fine of \$100.00 per day up to \$1000.00.

3. I/We, the homeowner (s), agree and understand that I am required to hire a licensed and insured contractor to perform the work described above. Contractor must name the Association as an additional insured.

4. I/We, the homeowner (s), agree and understand that I/We are responsible and accountable for all expenses caused by damages to exterior or interior walls, including plumbing, electrical and structural damages, which is caused in relation to the work being performed, and I might be subject to a fine of \$100/day until all issues are resolved/repaired.

5. I/We, the homeowner (s), are responsible for obtaining the necessary permit(s) from the appropriate Building and Zoning Department (s).

6. I/We, the homeowner (s), agree and understand that access to areas of construction is only permitted through my property (balcony is not allowed to be used as part of this modification)

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7. I/We, the homeowner (s), are responsible to dispose all trash and construction debris from the Condominium areas (building dumpster are not allowed to be used for this personal modifications) as **stated in the Association's Rules and Regulations (Item # 29)**
8. I/We, the homeowner (s), acknowledge that we are not to begin any work until these modifications have been approved by the association.
9. I/We, the homeowner (s), that any work is allowed Monday through Friday from 9am to 5pm (excluding legal Holidays). **No weekend or holiday construction is allowed.**
10. No work shall impact the common areas. Owner will indemnify and hold harmless the Association for any damages from the work.

This approval is not a building permit nor does it constitute approval from the local Building Department.

Please allow up to two weeks for the Board approval.

Please review your covenants so that your request is in accordance with the same.

In order to expedite your request, the Board of Directors will need this application properly filled out, an architectural plan (if applicable) and description of the proposed improvement. The architectural plan and description should be in triplicate so that an approved copy can be returned for your records. If you have any questions as to what is required, please call the number above. Once you have completed this application return it to our office for processing.

Note: Work should be completed within **ninety (90)** days of preliminary approval. Notify the property management company when work is complete so a final inspection can be scheduled. This is to be in compliance with the Board's meeting minutes of July 20, 2016.

Name: _____ Signature: _____
Homeowner

Address: _____ Date: _____ Phone: _____

BOARD OF DIRECTORS

Approved _____ Not Approved _____

BOD _____ Date: _____

BOD _____ Date: _____