# Instructions to Lot Owner:

* This form must be submitted **to the Association's management company**: Management & Associates, 720 Brooker Creek Blvd. #206, Oldsmar FL 34677 attn: Mary Toler at 813-433-2000, [mtoler@mgmt-assoc.com](mailto:mtoler@mgmt-assoc.com)
* This form must be submitted with a fully completed ARCHITECTURAL ALTERATION APPLICATION form.
* This form must be acknowledged (to you) as '**received**' by the Association's management company to be valid. If you have not received an acknowledgement, the application is **not considered submitted**.

# FOR Management Information:

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Required Documentation Checklist:

* Completed Alteration Application Transmittal form.
* Completed Alteration Application form, Permit Required \_\_ or No Permit Required \_\_ form.
* Alteration Drawing or dimensioned site plan drawing, if applicable.
* Proof of Contractor's License, if necessary.
* Proof of Contractor's Insurance, if necessary.
* Preliminary Construction Drawings, if applicable.
* Survey, if applicable.

NOTE: Architectural Committee has 30 days to review per association documents.

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# Board action:

* Approved subject to the following conditions:
* Disapproved for the following reason(s):

Lot Owner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

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