

Caribbean Property Management, Inc.

Professional Community Association Management

12301 S.W. 132 Court • Miami, Florida, 33186

Phone: (305) 251-3848 • Fax: (305) 251-3849

Request for Architectural Modification

Any homeowner wishing to make an additional/ alteration to the outside of a parcel **must** complete and return this form.

❖ **WORK MAY NOT COMMENCE UNTIL THIS FORM HAS BEEN APPROVED IN ACCORDANCE WITH THE ASSOCIATION DOCUMENTS**

❖ All improvements must be completed within three (3) months of approval date.

❖ A copy of all Dade County permits are to be provided for association files.

Name of Owner: _____ Account Num.: _____

Property Address: _____ Balance: \$ _____

Day phone: _____ Community Name: _____

Approval is hereby requested for the following modification(s), and/or modifications as described below and/or on attached pages. Please indicate below what type of changes or alterations you wish to make. **Be specific;** indicating what type of material, color, shape, style, dimension, etc. In order to process this request the following must be attached:

1. A photograph of your house where proposed changes will take place
2. A copy of the site survey with proposed modifications drawn on the survey showing both plain view and elevated view & specifications of the modification.

For doors, windows, hurricane panels and shutters a copy of the Miami-Dade County Product Control Approval or Notice of Acceptance is **needed**.

Select all that apply (☒):

- | | |
|--|---|
| ☐ Addition | ☐ Patio |
| ☐ Doors | ☐ Play Structure |
| ☐ Outdoor Lighting | ☐ Pool |
| ☐ Driveway | ☐ Roof: Identical |
| ☐ Awning | ☐ Roof Repairs |
| ☐ Gutters | ☐ Satellite 18"/ Antenna |
| ☐ Basketball Hoop | ☐ Screen: Identical |
| ☐ Exterior Plant | ☐ New Screening/ Enclosure |
| ☐ Garage Door | ☐ Solar collectors |
| ☐ Hurricane Shutters | ☐ Window treatment |
| ☐ Landscaping | ☐ Wall Fence |
| ☐ Iron, metal or similar bars | ☐ Other: _____ |

Is this a re-submittal? :

☐ Yes

☐ No

Is this in response to a violation? :

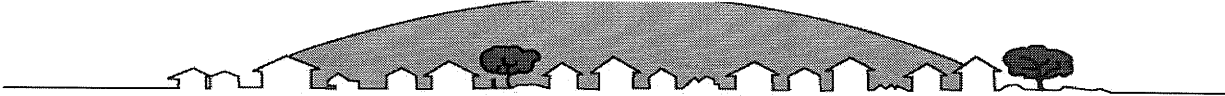
☐ Yes

☐ No

Anticipated date of commencement

Time for completion of Improvement

Contractors/ Owners Signature



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All changes and alterations shall be subject to all applicable permits requirements and to all applicable governmental laws, statutes, rules, regulation orders, and decrees. Neither the Board of Directors, nor any member thereof, shall be liable of the association, any homeowner, or any other person or entity for any loss, damage, or injury arising out of, or in any way connected with, the performance or non-performance of the board duties hereunder, unless due to the willful misconduct of bad faith of a member, and only that member shall have any liability. The board shall review and approve or disapprove all plans submitted to it for any proposed improvements, alterations or addition solely on the basis of aesthetic consideration and the overall benefit or detriment, which would result to the immediate vicinity and to the community.

Association Approval:	Neighborhood Name:	President or Authorized Rep.'s Signature
☐ Approved		 Title: _____

FOR OFFICE USE ONLY

Date of received application: _____ Received by: _____

Date of approval/ disapproval: _____

☐ Approved ☐ Denied ☐ Deferred

Architectural Control Committee

Your approval is subject to the following:

1. You are responsible for obtaining any necessary permits from the appropriate building and zoning department(s).
2. Access to areas of construction is only to be allowed through your property. You are responsible for any damages done to the common area during construction.

Explanation of Conditions and/or denial: