

### REQUEST FOR ALTERATIONS OR IMPROVEMENTS

OWNERS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_ UNIT NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ ALT. OR CELL PHONE: \_\_\_\_\_

ASSOCIATION NAME: \_\_\_\_\_ MODEL: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ESTIMATED COMPLETION DATE (not to exceed 90 days from request): \_\_\_\_\_

REQUEST (include attachments): \_\_\_\_\_

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#### INSTRUCTIONS

1. **The executed contractors proposal along with a sketch of the alteration MUST BE ATTACHED TO THIS FORM detailing dimensions, materials, colors and distance from the foundation/exterior perimeter of the unit.**
2. Alterations or improvements require **prior** written approval by your Board. Prior written consent of adjoining unit owners as well as approval of any institutional mortgagees may also be required. **(verify in your documents under Article XIV Maintenance and Alterations).**
3. Work may not begin until you receive written approval and work must be completed within 90 days of approval. It is the unit owner's responsibility to notify the Board of Directors when work is completed.
4. Management will attempt to secure license and insurance information for any vendor whose information is not currently on file. If Management receives no response within two weeks, the Alteration Request will be returned to the unit owner so that they can contact the vendor directly for this information or choose another vendor for the work. Home improvement centers (such as Lowe's or Home Depot) use subcontractors for installation. Please secure the subcontractors name, phone number and a contact name (if possible). A copy of the subcontractor's license and insurance must be secured prior to work beginning.
5. Your governing documents may require a vote of unit owners before changes can be made to the Limited Common Area or Common Area; i.e. approval of 75% or 100% of the total vote of the unit owners. **Signatures are not a substitute for a unit owner vote. Verify in your documents under Article XIV Maintenance and Alterations. It is each unit owner's responsibility to submit this form in accordance with the requirements and restrictions outlined in their governing documents.**
6. Any irrigation modifications required are the sole responsibility of the homeowner and will be made at the homeowner's expense.
7. If a slab is to be poured, Management will contact the irrigation vendor to survey the area for irrigation lines. Any irrigation work required is the financial responsibility of the unit owner. Only the irrigation vendor under contract with The Federation is authorized to move or cap irrigation lines or sprinklers. If a slab is poured without review of the irrigation system, will result in the unit owner being responsible for all expenses related to any irrigation line damage or future repairs should a line running under a slab break.

**By my/our signature below, I/we understand that the maintenance, repair and/or replacement of and insurance for any requested alteration, or improvement is my/our responsibility (even if damage is caused by a common element) in accordance with the Declaration of Condominium, Article XIV MAINTENANCE AND ALTERATIONS, and any amendments thereto or duly adopted rules of the Board of Directors and shall be binding upon the unit owner(s), his heirs, executors, administrators, successors, and assigns. Removal of a modification may be requested by the Board, at my expense, should the modification become a nuisance.**

\_\_\_\_\_  
UNIT OWNER(S) SIGNATURE

\_\_\_\_\_  
UNIT OWNER(S) SIGNATURE

\_\_\_\_\_  
DATE SIGNED

**WORK IS NOT AUTHORIZED TO BEGIN PRIOR TO EXECUTED FORM BEING RETURNED TO UNIT OWNER(S)**

**Signatures of those most affected by the change (i.e. roof-mate and neighbors):**

**Signature**

**Address**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**BOARD OF DIRECTORS ACTION**

**APPROVED DATE:**

**DISAPPROVED DATE:**

\_\_\_\_\_

\_\_\_\_\_

**BOARD SIGNATURES:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**BOARD COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**If Board would like Management to verify that alteration complies with Associations governing documents, please have Board representative sign below and deliver to Management Company prior to Board Approval.**

\_\_\_\_\_  
Board Representative                      Date                      Phone Number

\_\_\_\_\_  
Reviewed By:                      Date                      Management response attached.

**MANAGEMENT REVIEW**

*Management reviews Alteration Requests for completeness and vendor adherence to license and insurance requirements. Management review does not supersede your Board's decision. Board Action or signatures are not a substitute for unit owner vote, if required. Management assumes no responsibility for alteration including vendor or materials. Management makes no representation that alterations are permissible under the Associations governing documents, Florida Statute 718 or any other governing body, without a written legal opinion.*

**REVIEWER:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Copy to Unit Owner:                      Date: \_\_\_\_\_  
Copy to Board:                              Date: \_\_\_\_\_  
Copy to irrigation vendor (if required)    Date: \_\_\_\_\_