

**Pinewood Villas HOA of Pinellas County Inc.
Architectural Review Committee Submittal**

Instructions: Please complete this form and return with a copy of your alteration proposal drawing with dimensions.

Please deliver this request to Pinewood Villas
c/o Prestige Property Management Services
11590 Seminole Blvd B3 Largo, FL 33778
866-863-1166/ 866-641-3030 fax
email: p.p.m.s@hotmail.com

**APPLICATION FOR ALTERATIONS, INSTALLATIONS & LANDSCAPING
CHANGES**

Date: _____, 20____

Unit Owner Name(s): _____

Address: _____

Daytime Phone #: _____ **Evening Phone #:** _____

DESCRIBE IN DETAIL, THE TYPE OF ALTERATION AND MATERIALS YOU PROPOSE TO USE ON THE ARCHITECTURAL REVIEW FORM. (Page 2)

An application requesting approval of any alteration which affects the, or modifies the existing exterior walls or exterior appearance of the building, and therefore in the common element, **MUST BE ACCOMPANIED BY A DETAILED DRAWING INDICATING LOCATION, SIZE AND TYPE OF CONSTRUCTION, AND OR OTHER PERTINENT INFORMATION.**

Include a site plan drawing and a description of materials to be used including any landscaping changes if they are a part of this proposal.

If approval is granted, it is not to be construed to cover approval of any governing codes or requirements. A building permit will be required on most property alterations or improvements. The owner is responsible for compliance with all code and permitting requirements.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, that the application, the heirs and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration, or addition. It is understood and agreed that the ASSOCIATION, et al are not required to take any action to repair, replace or maintain any approved change, alteration or addition, or any damage resulting there from for any reason to the existing original structure, or any other property. **THE OWNER ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDTION OR CHANGE, AND ITS FUTURE UPKEEP.** Also, the homeowner acknowledges that the Association and Management Company will be held harmless from any liability arising there from; and indemnify them for all losses, costs, expenses and attorney's fee(s) in connection with any such addition to their home or surrounding area.

Owners' Signature _____

Date _____

Owner's Signature _____

Date _____

*See conditions, special restrictions, unapproved modifications or explanation on the reverse side of this form. Please contact you're A.R.C. if you have any questions regarding the completion of this form.

Pinewood Villas.

APPLICATION FOR ALTERATIONS, INSTALLATIONS & LANDSCAPING CHANGES

APPLICATION

Description of work to be completed: _____

Contractor: _____ License # _____ Phone # _____

PLANS & DRAWINGS ARE TO BE INCLUDED IF APPLICABLE (include site, elevation, details and specifications) Please list attachments and anticipated dates for start and completion of the alterations.

Inspected By: _____ Date Inspected: _____

Notes: _____

Architectural Review Committee Final Decision:

- _____ Approved
- _____ Disapproved
- _____ Approved with conditions*

Conditions for Approval*: _____

A.R.C. Member Signature _____ Date: _____/_____/_____