

# Phoebe Park Association, Inc.

c/o Vanguard Management Group

1219 Millenium Parkway, Suite 133

Brandon, FL 33511

Phone 813 930-8036 Fax 813 930-9615

Email to jamie@vanguardmanagementgroup.com

## ALL REQUESTS MUST BE SUBMITTED IN DUPLICATE

When requesting approval for multiple alterations, each alteration must be submitted (in duplicate) on a separate request form. You will be notified of your committees' determinations on your request within 45 days of their receipt of this application.

The undersigned owner seeks approval of the following addition or alteration:

Narrative description of alteration (*attach separate sheet(s) as necessary*): \_\_\_\_\_

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To be processed, this request and all supporting documentation must be mailed **in duplicate** to the Association using the address listed above. Supporting documentation must be as follows:

**LOT SURVEY INDICATING EXACTLY WHERE ALTERATION WILL OCCUR ON THE LOT  
PICTURES AND/OR DETAILED DESCRIPTIONS OF MATERIALS TO BE USED** (*i.e. type of material, colors, styles, sizes, dimensions, etc. -- see page 2 of this form*)  
**COPY OF CONTRACTOR'S SPECIFICATION SHEET** (*if work is being contracted*)  
**OTHER PERTINENT INFORMATION AS MAY BE NECESSARY**

### **INCOMPLETE REQUESTS CANNOT BE PROCESSED AND WILL BE REJECTED & RETURNED TO OWNER**

While Phoebe Park Association, Inc. and FishHawk Ranch Homeowner's Association, Inc. (collectively, the "Association") may grant approval for the requested alteration, the homeowner alone is responsible for seeking the required county/city permit(s). Most alterations require permit(s) from one or more county/city departments. The obligation to determine whether the requested improvement, alteration or addition complies with any applicable law, rule, regulation, code or ordinance is strictly the responsibility of the homeowner and not the Association. Additionally, it is understood and agreed that the Association as well as Vanguard Management Group are not required to take any action to repair, replace or maintain any such approved change, alteration or addition, or any structure or any other property. The homeowner and its' assigns assumes all responsibility and cost for any addition or change and its future upkeep and maintenance.

I understand that the Association will contact me in writing regarding their approval or disapproval of this request. ***I agree not to commence any alteration(s) until I have received written approval from the Association.*** If an alteration I perform is found NOT to be in compliance with community standards, I will return the property to its original, pre-alteration condition within thirty (30) days of written notification to do so.

NAME: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

MAILING ADDRESS (if different from above): \_\_\_\_\_

HOMEOWNER SIGNATURE: \_\_\_\_\_ REQUEST DATE: \_\_\_\_\_

**FOR ASSOCIATION USE ONLY**

DATE REVIEWED: \_\_\_\_/\_\_\_\_/\_\_\_\_

APPROVED \_\_\_\_\_  
STIPULATION(S): \_\_\_\_\_

NOT APPROVED \_\_\_\_\_ REASON(S): \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE(S)

\_\_\_\_\_  
AUTHORIZED SIGNATURE(S)

PHOEBE PARK ASSOCIATION, INC.
Architectural Change Request (continued)

Who will perform the required work: \_\_\_\_\_

Estimated Start Date: \_\_\_/\_\_\_/\_\_\_

Estimated Completion Date: \_\_\_/\_\_\_/\_\_\_

Other: \_\_\_\_\_

Materials required for proposed alteration(s) will include the following: (Please check where appropriate and describe)

N/A Paint/Stain (Be sure to include TWO swatches of each color with paint/stain requests)

Table with columns for COLO, Choice, and choice be denied. A large central box contains the text: THIS SECTION NOT APPLICABLE TO PHOEBE PARK AS EXTERIOR COLORS MAY NOT BE CHANGED.

N/A Fence \_\_\_\_\_

Screen Aluminum \_\_\_\_\_

Concrete Border \_\_\_\_\_

Pavers \_\_\_\_\_

Other \_\_\_\_\_

NOTE: Please be sure to ATTACH all of the following that apply to your project:

- (1) Copy of the contractor's specification sheet showing types, colors, styles, and size/dimensions of materials to be used
(2) Either a manufacturer's brochure or photo illustrating the details of materials you wish to use
(3) LOT SURVEY with your proposed alteration sketched on it showing exactly where your alteration will lie on your property

Please PRINT Any Comments You Wish Your Committee To Consider When Reviewing This Request Here:

Two horizontal lines for providing comments.

