

PAR ONE HOMEOWNERS ASSOCIATION, INC.
ALTERATION/MODIFICATION REQUEST

Date _____

Please print your name and address:

Home Phone _____ Bus. Or Cell _____

Email Address: _____

REQUESTED MODIFICATIONS (Circle one)

Exterior Appearance Landscaping Structural Parts of Unit
Common Elements/Limited Common Elements Other

EXPLANATION OF MODIFICATIONS

Please submit a drawing for any modification which requires same, such as windows, patios, landscaping modification, flooring, etc. The **drawing** should be on a site plan and the scale should be 1/2"= one foot. Please **list sizes and materials** to be used. **Flooring requests must include specifications of underlayment material being used.**

This work will be performed by: _____

List address and phone if outside contractor is used _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING

1. Actual construction will be performed by a licensed builder/contractor who is insured. **Please provide proof of license and insurance for contractor. It must include workers comp & commercial Auto. And, list the Association where the work is being performed as the Certificate holder. The insurance policy effective date must be accurate.** All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense.
2. I/we have read all applicable sections of the governing documents and I/we understand same.
3. All maintenance of this Alteration/Modification will be performed at my/our expense.
4. I/we understand that, should any legal, regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.
5. Patios cannot be installed over a drainage swale. In the event the deck does interfere with the surface drainage, I/we understand that I/we will be required, at my/our own expense, to correct the drainage to the Community Association's

satisfaction. Any maintenance costs incurred by the Association as a result of this variance will be at my/our expense.

6. If the construction will occur in a Common or Limited Common area, the owner must contact the Association to obtain the sprinkler company's name and phone number. Prior to submitting a drawing of the proposed deck/patio/ etc for approval, the owner will need to obtain a letter from the contractor who installed the system stating that the proposed modification will not interfere with the sprinkler system. Should any sprinkler heads need to be relocated, the work will be done exclusively at the owner's expense.
7. This alteration/modification/variance is subject to all the requirements of the governing documents, occupancy agreements and other applicable regulations at the Community Association's discretion.
8. I/We understand that it is my/our responsibility to advise future assigns or owners of the unit of this modification and of their responsibility for same.
9. All of the above information is truthful and accurate.

NO WORK SHALL COMMENCE UNTIL WRITTEN APPROVAL IS OBTAINED

Signature of Owner _____

Signature of Owner _____

Date _____

When complete and accurate information is received, requests will be completed at the earliest opportunity. Please note that response time depends upon the availability of the Community Association's Board of Directors, but at no time shall it exceed thirty days.

Approved by _____

Date _____

Please return this form to:
Par One Homeowners Association, Inc.
4140 27th Court SW
Naples, Fl. 34116
Email: officeforpoha@gmail.com
239-455-4740