

St. Andrews of Miramar Condominium Association, Inc.

ARCHITECTURAL MODIFICATION REQUEST

Do not proceed with your project without approval.

NAME OF UNIT OWNER(S): _____

PROPERTY ADDRESS: _____

DAY PHONE: () _____ EVENING PHONE: () _____

EMAIL ADDRESS: _____

Approval is requested for the following modification, alteration, and/or additions as described below. Each project must be submitted on a separate form. PROCEEDING WITHOUT ARCHITECTURAL MODIFICATION REQUEST APPROVAL FROM THE ASSOCIATION MAY RESULT IN A FINE OF \$100 PER DAY, NOT TO EXCEED \$1000.

- Doors
- Hurricane Shutters
- Landscaping
- Mailbox replacement
- Awning
- Light Fixture
- Tile installation
- Laminate Installation
- Marble Installation
- Air Conditioner (outside and/or inside)
- Other

Description of Request: _____

Please include a diagram (sketch or picture) of the proposed work along with dimensions, materials, color, design, contractor information and contractor's certificate of insurance naming the Association as an additional insured.

Material herein contained shall represent alterations, which comply with the zoning and building codes of the city of Miramar to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification on such ordinances. The Unit Owner is responsible for obtaining the necessary building permits prior to commencement of requested work and to obtaining the necessary inspections during construction and after its completion. A complete copy of proposal, including plans, specifications, and drawings may be required by the Association.

Your signature on this form is an agreement not to hold the Association and/or any contractors they employ liable for any damages caused to these improvements. All damages caused to these improvements shall be the sole responsibility of and be repaired by the Unit owner. The Unit owner is jointly and severally liable for all damage to common areas or adjacent property committed by the contractor or their agents. In the event that such damage occurs, the Association will invoice the Unit owner for all repairs and the Unit owner may be required to pay all legal expenses incurred.

No work shall commence until verbal approval has been received from the Association. Written approval will follow shortly thereafter. Any construction or exterior alteration commenced before approval of this request is prohibited and any alterations made prior to approval may require returning the property to its former condition at the Unit owner's expense.

Approval is subject to the following:

1. The unit owner is responsible for obtaining any necessary permits from the appropriate Building & Zoning Departments, as well as making sure any contractors are licensed and insured.
2. No materials, containers, trash or debris to be left outside of unit, or in the condominium compactors.
3. If the modification requires more than 45 days, the homeowner must request an extension.
4. The homeowner must provide a notice of completion to the Association Office within 10 days of end of work.

Please return this completed form and all required documents as specified to:

St. Andrews of Miramar Condominium Association, Inc.
12100 St. Andrews Place
Miramar, FL 33025
Phones: 954-885 9484; 954-438 9428; Fax: 954-885-9414

Completion of project must occur within ninety days of approval or this approval is null and void.

Unit owner signature

Date

(FOR OFFICE USE ONLY)

[] APPROVED BY _____ DATE _____

[] DISAPPROVED BY _____ DATE _____

COMMENTS (account status): _____
