

# BAHIA LAKES

HOMEOWNERS' ASSOCIATION, INC.

## ALTERATION APPLICATION REQUEST

OWNER'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROPERTY STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DESCRIBE IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED (Attach an additional sheet if more space is needed):

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### THIS ALTERATION APPLICATION REQUEST MUST BE ACCOMPANIED BY **ALL OF THE FOLLOWING:**

1. A COPY OF YOUR OFFICIAL LOT SURVEY INDICATING THE LOCATION OF THE ALTERATION.
2. A SKETCH INDICATING LOCATION, SIZE, AND TYPE OF CONSTRUCTION MATERIALS (Not Required for Exterior Paint Applications)
3. A CONTRACTOR'S ESTIMATE, OR SPEC SHEET, SHOWING STYLE, COLOR, HEIGHT, AND ANY ADDITIONAL INFORMATION NECESSARY TO SHOW CODE COMPLIANCE, INCLUDING PICTURES AND/OR BROCHURES. **INCLUDE VENDORS LICENSE AND INSURANCE DOCUMENTS.**
4. ALL EXTERIOR PAINT REQUESTS MUST INCLUDE PAINT BAHIA LAKES' COLOR SCHEME#, COLOR NAME, NUMBER, AND A PAINT SWATCH/SAMPLE, if not a Sherwin Williams Paint Color. INCLUDE A PHOTO OF THE "FINISHING TOUCH" LABEL Found on the Circuit Breaker Panel in the garage, If the "FINISHING TOUCH" label is not available, provide the Lot Survey

As a condition precedent to granting approval of any request for a change, alteration, or addition to an existing basic structure, the applicant, their hires, and assigns thereto, hereby assume sole responsibility for the repair, maintenance, future upkeep, and/or replacement of any such change, alteration, or addition. IT IS UNDERSTOOD AND AGREED THAT BAHIA LAKES HOMEOWNERS' ASSOCIATION, INC. AND QUALIFIED PROPERTY MANAGEMENT, INC. ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE, OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION, ADDITION, OR STRUCTURE, OR ANY OTHER PROPERTY.

### **IMPORTANT:**

1. All exterior changes, alterations, and additions require **PRIOR** approval; there is no application fee for pre-determination. However, an application **fee of \$100.00 is required** for any alteration applications submitted AFTER the change, alteration, and/or addition has been started. Make check or money order payable to Bahia Lakes Homeowners' Association.
2. Please allow up to sixty (60) days to receive a written response. You will be notified by mail of the Architectural Review Committee's decision.
3. The approval of any request by the Bahia Lakes Homeowners Association Design Review Board or ARC **does not** include the appropriate Hillsborough County permit(s), building inspection(s), or inspection approval(s). It is solely the **homeowner's responsibility to secure all permitting**. Failing to abide by the appropriate laws will void any agreements regarding the requested alteration and require removal of the alteration and returning the home to its original state immediately upon any notice of violation by the Bahia Lakes HOA or Hillsborough County. All costs associated with a violation and returning the home to its original state will be solely those of the homeowner making the request.
4. When an alteration is completed, as a courtesy please notify Qualified Property Management so the neighborhood records can be updated and, at the discretion of the Board, the alteration may be viewed to see if it conforms to the alteration request.
5. In an effort to ensure that alterations are completed in a timely manner, this approval is good for a period of **one year from the date approved**. After that a new alteration request will need to be resubmitted. Extensions may be granted for special circumstances and must be submitted in writing to QPM.

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

Check One:

- For Pre-Determination – No fee required.
- For Post-Determination – Application fee of \$100.00 enclosed (check or money order made payable to Bahia Lakes HOA)