

REQUEST FOR ARCHITECTURAL APPROVAL

This is a request form to be completed by the homeowner and submitted to the (BOD) Board of Directors for approval **BEFORE** any work commences.

Please complete in its entirety and mail to:

Melwood Oaks HOA., c/o Sunvast Management, 321 Interstate Blvd., Sarasota, FL 34240

Melwood Oaks Homeowners Assoc

DATE: _____

NAME: _____

LOT #: _____

ADDRESS: _____

PHONE (HOME): _____ E-Mail: _____

DESCRIBE THE CHANGE/ADDITION/INSTALLATION: (i.e. pool, screen enclosure, patio, landscaping, sidewalk/driveway pavers, etc.)

LOCATION: (ATTACH A COPY OF THE PLOT PLAN/SURVEY SHOWING THE LOCATION OF THE ADDITION OR INSTALLATION – MUST BE PROVIDED) GIVE DESCRIPTION.

SPECIFICATIONS: (ATTACH A COPY OF THE PLANS. DRAWING OR PICTURE – MUST BE PROVIDED)

DIMENSIONS: _____

MATERIAL (S): _____

COLOR (S): _____

ESTIMATED TIME OF COMPLETION: _____

NOTE: Per the Governing documents: OWNERS ARE RESPONSIBLE FOR THE WORK/ACTION OF PERSONS UNDER THEIR EMPLOY, DIRECTION OR AUTHORITY. Please supervise the work to ensure that damage to common areas does not occur or is corrected. ALL REQUESTS MUST CONFORM TO THE LOCAL ZONING AND BUILDING REGULATIONS AND OWNERS ARE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS IF YOUR REQUEST IS APPROVED.

PLEASE DO NOT WRITE BELOW THIS LINE

REQUEST: DATE APPROVED _____ DATE DENIED _____

AUTHORIZED SIGNATURE: _____

(BOD or Management) SIGNATURE:

Comments or Conditions: _____

DATE RECEIVED BY Sunvast: _____ SENT TO BOD: _____ SENT TO H/O _____

Fax: 941-378-0322 Phone: 941-378-0260