

Suncoast Pointe Homeowners Association

Alteration Application

An application requesting approval for any alteration which occurs outside the exterior walls of the dwelling must be accompanied by the following for consideration:

- Copy of the Lot Survey with the Alterations Drawn on It (not required for painting or roofing)
- Legible Sketch and/or Drawing Indicating Location, Size, and Type of Construction
- Contractor Information
- Color Scheme Number and Color Information from Color Palette
- Pictures
- Materials
- Detail Description of Alteration

In addition to the list above, the Board may require additional information as needed prior to the approval of your application.

It is recommended that you review the Declaration of Covenants, Conditions and Restrictions provided for a complete description of your responsibilities regarding Architectural Review requirements and submittals. Prior to submitting your request, it is important to review the Suncoast Pointe Design Standards.

Please email your completed application to modifications@inframark.com. Although electronic communication is preferred, you can also mail your application to Inframark at:

Inframark
Attn: Architectural Review
2005 Pan Am Circle, Suite 300
Tampa, Florida 33607

You will be notified in writing with the decision made by the Association and/or the Architectural Review Board. Pursuant to the Declaration of Covenants, Conditions and Restrictions of your Homeowners' Association, your application process may take up to thirty (30) days. Please plan accordingly. **The review of the application can be expedited if all the instructions on page 2 are followed and all required supporting documents are submitted together with the initial submission. Applications may be denied if your HOA account is delinquent.**

If approval is granted, **it is not to be construed to include approval of any County or City Code Requirements.** A building permit from the appropriate building department is needed on most property alterations and/or improvements. **It shall be the sole responsibility of the owner to determine whether a permit is required.** The Association and/or the Architectural Review Board shall have no liability or obligation to determine whether such improvement, alteration or addition complies with any applicable law, rule, regulation, code or ordinance.

This application is limited to one alteration. Each alteration must be done on a separate alteration application. Example: Roof Replacement and House Painting approvals must be requested on separate applications.

Please note that the Board approved Design Standards including Color Palette and Shingle Selection information is published on our website: www.suncoastpointe.com. Homeowners may attend our monthly Board meetings. The meeting schedule is posted on our website and in the common areas of our community located at the Phase 1 and Phase 2 playgrounds.

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DESCRIBE ALTERATION IN DETAIL:

- Alteration Type (one alteration type per form):
 Exterior Paint - **Complete Section Below** Roof (Shingle # _____) Fence
 Pavers Shed Driveway Modification Pool Landscape /Other (explain on line 4)
- Type of Material Used: _____
(Example: PVC fencing, stone pavers, aluminum framing, St Augustine grass, exterior paint, etc.)
- Colors of Materials Used: _____
- Details of Alteration: _____

Exterior Painting Color Scheme # _____	
Home Body Color: _____	Trim Color: _____
Garage Door: _____	Front Door: _____

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 or replacement of any such change, alteration, or addition. **IT IS UNDERSTOOD AND AGREED THAT MY HOMEOWNERS' ASSOCIATION, MANAGEMENT COMPANY OR CONTRACTORS ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION, ADDITION, OR ANY STRUCTURE AND OTHER PROPERTY. THE HOMEOWNER AND ITS ASSIGNS ASSUME ALL RESPONSIBILITY AND COST FOR ANY ADDITION, CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.** I agree not to commence with any change, alteration, additions and/or improvements to the dwelling/lot as stated above until the Association or the Architectural Review Board notifies me in writing of their decision. I further acknowledge that I am responsible for removing and restoring any alteration not approved by the Association or the Architectural Review Board to its original state.

Owner Name(s): _____

Owner Signature(S): _____ Date: _____

Property Address: _____

Mailing Address (if different than above): _____

For Office Use Only

Action Taken by the Association / ARC Review Board

Date _____ Approved Not Approved

Notes/Conditions _____

Approver's Name: _____ Approvers Signature: _____