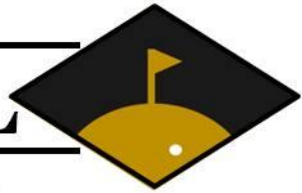


# DIAMOND HILL

Master Association Inc.



## **ALTERATION APPLICATION version 1.1**

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

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

DESCRIBE IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED:

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(IF MORE SPACE IS REQUIRED, PLEASE ATTACH TO THIS FORM. THANK YOU)

**If your application includes exterior painting, please include a swatch/sample for the main body color, trim color, and door color (Sherwin-Williams). You must choose a color scheme from the color pallet book for single family homes located in the club house and please provide:**

Color scheme #: \_\_\_\_\_

Body color: \_\_\_\_\_ Trim color: \_\_\_\_\_ Front Door color: \_\_\_\_\_

**Note: Garage Door color must be the same color as the body of the house. Exterior paint applications do not require a lot survey.**

All applications requesting approval for any alteration which occurs outside the exterior walls of the building **must be accompanied by a copy of the lot survey with a sketch indicating location, size, and type of construction and a contractor's estimate showing style, color, height, and any additional information pertinent to the application.**

Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

I agree not to begin the proposed alteration or any other property improvements requiring approval from the Architectural Review Committee until the Management Company notifies me in writing of the approval and any conditions attached to the approval. I understand that all approvals automatically incorporate the conditions set forth in Declaration of Covenants, Conditions, and Restrictions and/or Architectural

# DIAMOND HILL

Master Association Inc.



Standards and Criteria for Diamond Hill. I understand that the Architectural Review Committee has **up to thirty days from receipt of a complete application, including all required accompanying information,** to process, review and either approve or disapprove this Alteration Application. **If any change is made that has not been approved, the Architectural Review Committee has the right to require me to remove the improvement from my property.**

If approval is granted, it is not to be construed to cover 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. The Architectural Review Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

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 DIAMOND HILL MASTER ASSOCIATION, INC. AND GREENACRE PROPERTIES, INC., ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

### **Important information:**

- **Deadline for submission is the 20<sup>th</sup> of each month. Application review is the second Tuesday of each month.**
- **Please allow up to 30 days to receive an approval from the Architectural Review Committee.**
- **All Patio Homes HOA applicants must route application through Patio Homes HOA prior to submitting to the Master Association/Greenacre.**

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

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

**Mail your application:**  
Diamond Hill Master Association, Inc.  
4131 Gunn Highway  
Tampa FL 33618

**ACTION OF COMMITTEE**

**FOR PATIO HOMES HOMEOWNERS ONLY**

Pre-Approval: **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**X** \_\_\_\_\_  
 PATIO HOMES HOA Routing and Pre-Approval signature.

If Applicant is a PATIO HOMES HOA Homeowner, was application pre-approved by appropriate PATIO HOMES representative? Applications not routed through PATIO HOMES will NOT be reviewed for approval by the MASTER ASSOCIATION.

YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_ Approval

\_\_\_\_\_ Recommend Approval with Conditions

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\_\_\_\_\_ Request Denied for the following reasons

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Date: \_\_\_\_\_

\_\_\_\_\_  
 Print  
 Architectural Review Committee

\_\_\_\_\_  
 Signature

# DIAMOND HILL

Master Association Inc.



## Notice of Completion Form and Checklist

Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

### **Project is Complete:**

Date of Completion: \_\_\_\_\_

### **Required Submittals:**

**As-Built Photographs (Required for all modifications):** Provide photographs of the finished project

### **Homeowner Comments/Other Submittals:**

\_\_\_\_\_  
\_\_\_\_\_

### **Homeowner Certification:**

Homeowner certifies that the all modifications were completed in accordance with the approved Alteration Application and associated conditions of the Architectural Review Committee's approval. I also understand that the Design Review Committee or its agent may perform a Final Inspection of the modification.

\_\_\_\_\_  
Homeowner Signature Date

\_\_\_\_\_  
Homeowner Signature Date