

Timberlake Village Association, Inc.

P.O. Box 365 | Tallevast, Florida 34270 | TimberlakeVillageAssoc@gmail.com

REQUEST FOR APPROVAL FOR ARCHITECTURAL MODIFICATION

INSTRUCTIONS: In order to process this application, the following items must be submitted either by email (PDF File) or mailed, at the information listed above, at least 14 business days prior to the scheduled commencement of any work:

1. This completed application.
2. Detailed description and specification of the proposed modification. (Example: Type, Location, Materials, Design, Dimensions, Plans, Drawings, and any other information as may be pertinent to complete your request).
3. Copy of proposal or agreement made with contractor which includes the description of the services being provided.
4. Copy of the contractor's license.
5. Copy of the certificate of liability insurance.
6. Copy of county permits (kept in permit box on property).

To: Timberlake Village Association, Inc. Board of Directors

From: Owner(s) Name: _____ Lot # _____

Property Address: _____

Phone: _____ Email: _____

I/we are hereby requesting to make the following modification, alteration, or addition as described below (check all that apply):

- ☐ Roof ☐ Doors & Windows ☐ Landscape ☐ Driveway ☐ Solar
☐ Roof Extension ☐ Awning ☐ Screen Enclosures ☐ Fence & Gate ☐ Other

Description (attach additional pages if necessary): _____

Contractor Information: (If work is being done by the Owner, please leave this section blank and mark the box o NO CONTRACTOR / BY OWNER Company Name: _____

Address: _____ Phone: _____

Email: _____ License #: _____

Liability Co. Name & Policy#: _____

Contractor Signature: _____

By submitting this application, I/we agree to the following terms and conditions as described below:

- Do not commence any work or modification until written approval is granted. If work begins prior to being authorized, the owner will be fined.
- All installations, alterations, and modifications shall be of professional design, quality, and materials.
- The Board of Directors reserves the right to require additional information & request modifications to the original plans.
- Any approval granted herein is subject and conditioned upon obtaining the necessary approval / permits required from Manatee County Building and/or Zoning Departments, as may be required in accordance with the local codes, laws, and ordinances, prior to the commencement of work. It is the owners responsibility to provide said information to the association to validate the architectural request.

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- Access to areas of construction shall be made exclusively through the individual owner's lot, property and/or unit entrance only.
- The owner shall be ultimately responsible for any damages incurred to common property, other property, and personal injury as a result of the modification or improvement, as well as any additional maintenance cost that may be incurred, as a result of the modification, improvement, violation of the rules and regulations and / or negligence on his/her behalf and/or his/her contractors, sub-contractors, vendors, etc. The association has the irrevocable right to subrogate damages, expenses, and the cost of defense to the owner.
- During construction of any approved modification or improvement, all portions of the property shall be kept clean, neat and in an orderly condition at all times. Any debris, trash, dirt, or mud resulting from the construction shall be promptly removed or remedied, as appropriate, from the lot, unit, limited and/or common elements on a daily basis.
- Abide with the authorized days and approved hours for construction and modification. Monday – Friday 7AM – 8PM, Saturday & Sunday 9AM – 6PM.
- All contractors must be properly licensed and insured for liability. Proof of such is **REQUIRED** prior to the commencement of the modification.

Signature of Owner(s) _____ / _____

Date: _____

For Board of Directors and/or Architectural Review Board Use Only:

Date Application Received: _____

Date of Disposition: _____

Approval Granted: ☐

Subject to additional terms or requirements as noted below and/or attached (☐ Check if Applicable)

Approval Denied: ☐

Explanation of denial: _____

Member(s) of the Board of Directors Signatures:

President: _____ Print Name: _____

Vice President: _____ Print Name: _____

Treasurer: _____ Print Name: _____

Secretary: _____ Print Name: _____

Member at Large: _____ Print Name: _____