

IMPERIAL SOUTHGATE CONDO. ASSOC., INC. Sec. I  
P.O. Box 8899, Lakeland Ft. 33806-8899

APPLICATION FOR ALTERATIONS, IMPROVEMENTS, REPAIRS OR  
REPLACEMENTS TO THE EXTERIOR OF A UNIT

OWNER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
VILLA ADDRESS: \_\_\_\_\_

I would like to have approval of the Board of Directors to do the following work to my unit at my expense: Windows and new doors containing windows must adhere to the State of Florida Building Code (2017) as it relates to impact glass.

Please attach a proposal with enough detail that the Board will understand what is being requested. It should include: contractor name and address; insurance certification; drawing(s) if needed; estimate of cost; copy of contract; permits (if required by the city of Lakeland); expected date(s) of work.

Owner should inform workers that parking on the grass or common areas is not permitted due to the possibility of damage to irrigation and other underground pipes.

Example A:

I would like to have approval from the Board of Directors to do the following work to my unit at my expense: change the color of my shutters. Attached is a sample of the color I have selected. I will be painting the shutters. There is no contractor involved

Example B:

I would like to have approval from the Board of Directors to do the following work to my unit at my expense: add an aluminum walkway cover between the carport and the utility room as per the specifications already approved by the Board of Directors. I understand that maintenance and repairs of walkway covers are the responsibility of the villa owner.

Additional Shutters\_\_\_\_\_Must match style and color of front shutters

Change the color of the shutters\_\_\_\_\_ (Submit color sample for approval)

Add aluminum walkway cover between carport and utility room\_\_\_\_\_  
(As per specifications already approved by Board of Directors).

Note: Maintenance and repairs of walkway covers are the responsibility of the villa owner.

\_\_\_\_\_ Replace present cement tile roofs.

\_\_\_\_\_ Change out tile roof for metal roof according to specifications below:  
Color: Pearl White #70 Metro Roman Material: 26-gauge coated sheet steel covered with 100% acrylic resin base coat embedded with natural rock granules and a clear 100% acrylic over glaze.  
Rated: Class-A fire rated (non combustible), can be walked on.  
Warranty: Class-4 hail impact (UL 2218) resistance, 120 MPH wind warranty. 50-year limited warranty.

\_\_\_\_\_ Replace present flat roof.

\_\_\_\_\_ Windows and Doors (Doors may be painted to match the shutters.)

Other\_\_\_\_\_

\_\_\_\_\_

	Approved	Denied	Name and Date
President	_____	_____	_____
Vice President	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Board Member	_____	_____	_____
Board Member	_____	_____	_____