Pelican Cove
Request for   Maintenance or Improvement

Purpose of this form:
This form should be used to make requests to the Board of Directors for the improvement or for the maintenance of a unit or the grounds. An application must be submitted for any modification or addition to the exterior of your building or grounds. This includes the installation of a satellite dish, awning or storm shutters. If in doubt about your particular project, please contact a member of the Board of Directors or the property manager.

Filing of this form:
After completing this form in its entirety (including your signature), please return the Improvement/Maintenance Application to the Association in one of the following ways:

*   Mail the completed form to Robbie Anderson at 10986 W. Cove Harbor Drive, Crystal River, FL. 34428.
*   Hand deliver the completed form to any current board member or the property manager.
*   Hand deliver the completed form to the inside-clubhouse drop/mail box.

Unit Owner making the request:

Unit Owner's Name: _____ Unit #:_____

Property Address: _____ Phone #: _____

Email Address: _____ Best time to Contact: _____

Describe the nature of maintenance/improvement requested:
_____
_____
_____
_____

PLEASE TICK AS APPROPRIATE
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☐ This request is for the Board **to handle the repair or maintenance and have the bill paid by the Association**. I understand that I am responsible for co-operating with the vendors supplying the solution

<div align="center">**OR**</div>

☐ This request is for Board **approval of an improvement handled by me and paid for by me.**

A SCALE DRAWING SHOWING THE EXACT LOCATION AND DIMENSIONS OF ANY PROPOSED IMPROVEMENT MUST BE ATTACHED TO THIS APPLICATION.
I understand the rules concerning the proposed improvement. This improvement does not encroach upon a neighbor's limited common area or common ground. I agree to abide by the rules established by the Association and will be solely liable for any upkeep and maintenance required by this improvement and confirm that the change will be in compliance with the specifications of the Condominium. I further agree to obtain all licenses and/or building permits which may be required and to meet all of the requirements of the appropriate building codes.

Signature: _____ Date: _____

** **May 2016**

FOR ASSOCIATION USE:
Date Application Received: _____ Date Approved/Denied_____ Notification Letter Sent _____