

ARCHITECTURAL MODIFICATION REQUEST AUTHORIZATION

The specific use of this form is for exterior changes, such as windows, shutters, front doors, sliding doors, trellis, patio screens or other exterior modification. For roof or air conditioner replacements use the designated form.

Guidelines

1. Submit Early

- The completed form should be submitted at least 15 business days in advance to allow for processing before work begins.

2. How to Submit

- Email the completed form to: Myrna Martinez myrna.martinez@fsresidential.com

4. Documents (Submit the following for association records)

- Contractor's License
- Copy of Permit
- Copy of Workman Comp
- Certificate of Insurance (COI) must be issued as follows:

FirstService Residential
c/o Dadeland Walk Association, Inc.
5200 Waterford District Drive, suite 1000
Miami, FL 33126

5. Important Deadlines

- Work should be completed within 30 days from the start date.

6. Work Schedule Restrictions

- No work is allowed on Sundays or during the following holidays:

New Year's Day
Memorial Day
Labor Day

Thanksgiving Day
Christmas Day

Permitted work hours: Monday – Saturday, 7:30 AM – 7:00 PM

Worksite Rules & Responsibilities

1. General Compliance

- **Contractors are prohibited from accessing a neighbor's roof to reach a work area. If access is necessary, the unit owner must notify the neighboring property owner in advance.**
- The Owner and Contractor must ensure that workers comply with community rules and regulations.
- Community guards are authorized to enforce the association rules.
- Any contractor or staff engaging in disruptive, threatening, or unlawful behavior will be required to leave immediately. The Association reserves the right to contact law enforcement and file a report if necessary. A Contractor or staff who is instructed not to return will be considered trespassing if they do and may be subject to arrest.

2. Parking & Noise

- Workers must park only in designated homeowner or guest parking spaces and not block roads.
- No Loud music and radio.

3. Site Cleanliness & Safety

- The worksite must be cleaned daily—remove all debris and residue.

- Ladders must not be left standing upright after work hours.
- Materials and tools must be removed, stored, and secured after work.

4. Property Maintenance & Painting

- The Owner is responsible for any necessary touch-up painting in areas affected by the work.
- Painting supply is available from management with a minimum of a 48-hour advance request.

5. Damage & Reporting

- Any damage caused by the Contractor's equipment is the Owner's responsibility.
- Report any issues or damages to the management company immediately.

6. Special Conditions

- Before a Hurricane Warning, all loose items, tools, and materials must be removed and stored properly.
- Parking areas, sidewalks, and surrounding areas must be pressure cleaned to remove any construction residue.

1. Select the Modification Type - Check off the specific modification

- ☐ **Shutters** – Bronze, Accordion style approved by Miami-Dade Code Enforcement, hurricane impact
- ☐ **Windows** – Bronze framing, horizontal roller, hurricane impact
- ☐ **Front Doors** – Black, Bronze, Brown or White, with or without glass, hurricane impact
- ☐ **Sliding Patio Doors** - Black, Bronze, Brown or White, hurricane impact
- ☐ **Patio Screen Enclosure** – Bronze framing
- ☐ **Front/Back Gate** – Front gate paint color must be the same as the accent color of the building.
Front and Back gate must be the same style and color.
- ☐ **Other: Explain** _____
- ☐ **Other: Explain** _____

2. Follow Approved Colors & Styles

- Homeowners must select from **pre-approved colors, styles, and materials** where applicable.

3. Architectural Board Review Requirement

- If the proposed modification deviates from approved colors, styles, or materials, it **must be submitted for review** to the Architectural Control Board (ACB).
- The ACB will assess whether the proposed change maintains the community's aesthetic and structural standards.

4. Submission & Confirmation

- The completed form must include **product details, color samples, and specifications** as required.
- Installation **cannot begin** until the modification is **acknowledged** or reviewed, if applicable.

DADELAND WALK ASSOCIATION, INC

Owner's Name	Telephone #
Unit Address	
Email	
Company Name	On-site Supervisor Name
Company Telephone #	Permit #
Start Date	Expected Completion Date
I hereby submit this Architectural Modification Request Authorization to proceed with the specified replacement as outlined above and/or in any attached documentation, if applicable. The Contractor and Owner acknowledge and agree to comply with all rules, regulations, and modification requirements established by Dadeland Walk Association, Inc.	
Resident Signature	Date
Contractor's Signature	Date

For Office Use Only

- ☐ **All required documents received and recorded.**
- ☐ **Work acknowledged** and may proceed in compliance with community guidelines.
- ☐ **Owner notified of acknowledgment.**
- ☐ **Security notified**

Reviewed by: _____ **Date:** _____

.