

SUNFLOWER CONDOMINIUM ASSOCIATION, INC.

c/o Consolidated Community Management

7124 N Nob Hill Road Tamarac Fl. 33321

Tel. (954) 718-9903 Fax: (954) 718-9946 Email: Lwhite@ccmfla.com

APPLICATION FOR MODIFICATION / ALTERATION

Please complete the following application to submit to the Board of Directors for Sunflower Condominium Association, Inc. **NO WORK IS TO COMMENCE UNTIL APPLICATION IS APPROVED.**

Date of Application: _____

Owner Name: _____

Property Address: _____

Mailing Address: _____

Cell Phone: _____ Landline Phone _____

Email Address: _____

REQUIRED DOCUMENTATION:

1. A scale drawing locating **on the survey** any exterior improvements i.e. plants, walls, building extensions, driveways, walkways etc., you propose to add.
2. Description of materials to be used **including pictures** or brochures- all exterior building improvements must conform to the existing design and color of Valencia homes. i.e. pavers, roof tiles, fence enclosures
3. Contractor Specifications - License and **certificate of insurance** with **"Sunflower Condominium Assoc., Inc. C/O CCM 7124 N Nob Hill Rd. Tamarac Florida 33321"** as certificate holder and additional insured.
4. Air Conditioning replacement and Lanai additions requires permit number to be submitted with the application.

Description of Improvement:

___Application Approved___Application Denied___Approved with Conditions

Conditions: _____

Date: _____ By: _____

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The following information must be provided with regard to contractor who will provide the modification.

Contractor or Vendor: _____

Contact Person: _____

Telephone number: _____ Fax: _____

Additional information: _____

ATTACH A COPY OF THE CONTRACTORS OCCUPATIONAL LICENSE AND INSURANCE CERTIFICATE WITH SUNFLOWER CONDO. ASSOCIATION, INC LISTED AS THE CERTIFICATE HOLDER.

I understand and I will comply with the following:

- If the modification is not completed to the same specifications that were approved, said approval can be revoked and the modification will be required to be removed at the owner’s expense.
- The owner is responsible to pay for and repair any and all damages done to the common areas as a result of the installation.
- All State, County, or City building codes must be adhered to, and all work completed must be permitted as required.
- If the modification is not approved or does not comply and the unit owner is notified of such in writing, any alterations made by the unit owner are non-compliant and will be subject to legal fees incurred by the Association.
- If the Association incurs any expenses while considering the application (i.e. architectural consultation or survey’s, etc.), the applicants will bear the cost for said fees.

Limitation of Responsibilities:

The primary goal of the Board of Directors is to review the application (plan and specifications) submitted to determine if the proposed modification/alteration complies with the Docs and by-laws and to determine if the proposed modification/ alteration conforms in appearance with the Standards and Policy set forth by the Governing Documents. The Board of Directors does not review and assumes NO responsibility for the following:

1. The structural adequacy, capacity or safety features of the proposed modification/alteration.
2. Whether or not the location of the proposed modification/alteration on the building site is free from possible hazards from flooding, or from any other possible hazard whether caused by conditions occurring either on or off the property.
3. Soil erosion, un-compactable or unstable soil conditions.
4. Mechanical. Electrical or any other technical designs requirements for a proposed project.
5. Compliance with any and all building codes, safety requirements or governmental laws, regulation codes or ordinances.
6. Performance or quality of work of any contractor.

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An approval granted by the Board of Directors will expire sixty (60) days from the date of approval unless the work has been commenced or the homeowner has given notice to the Board of Directors that a delay has occurred and the reason for the delay.

I understand that the Board of Directors approval of the requested changes to my unit does not at any time waive my responsibility to obtain or in any way substitute for a mandatory building permit from the proper governmental departments, nor does it in any way guarantee the workmanship or quality of the requested work.

Owner Signature: _____

Submission Date: _____ Permit #: _____

PROJECT ACKNOWLEDGEMENT

I have read and understand the attached guidelines for this particular ARC request and will adhere to the specific restriction set forth in the policy.

Owner Signature: _____

Submission Date: _____

ALL REQUESTS ARE SUBJECT TO THE APPROVAL OF SUNFLOWER CONDO. ASSOCIATION. THE COMPLETED PROJECT WILL BE SUBJECT TO A FINAL INSPECTION BY THE BOARD OF DIRECTORS TO ASSURE MATERIAL AND INSTALLATION CONFORMANCE TO THIS APPLICATION.

SUNFLOWER CONDOMINIUM

Architectural Review

NOTICE OF COMPLETION

You must return this form after all work is completed.

To: Consolidated Community Management 7124 N. Nob Hill Rd. Tamarac FL 33321,
Lwhite@ccmfla.com or fax: (954) 718-9946

This is to inform you that the following modification(s) have been completed in accordance with the original application submitted and approved:

(Description of work completed)

Name: _____

Address: _____

Phone number: _____ Email Address: _____

Homeowner signature: _____ Date: _____

Approved

Rejected

Comments :

Sunflower Condominium Association Representative

Signature: _____ Date: _____

Title: _____