

Procedure for Alteration Forms in Portsmouth COA

Kings Point, Sun City Center, Florida

Introduction

In a condo community, any alterations or modifications to individual units or common areas must follow a specific procedure to ensure uniformity, safety, and compliance with community guidelines. This document outlines the steps required to submit and process alteration forms for such modifications.

Step-by-Step Procedure

1. Review Community Guidelines

Before planning any alterations, review the community guidelines and bylaws to understand what types of modifications are permitted. This information is typically found in the Declaration of Condominium for Portsmouth or in the Portsmouth Rules and Regulations posted on the Portsmouth website. (portsmithcoa.com)

2. Obtain an Alteration Form

Request an alteration form from the First Service office or download it from the Portsmouth website. Ensure you have the most recent version of the form.

3. Complete the Alteration Form

Fill out the alteration form with detailed information about the proposed changes. Include:

- Unit number and address
- Description of the proposed alteration
- Rationale for the alteration
- Signatures of those most affected by the change if possible (roof mate, door mate, etc.)
- Estimated start and completion dates
- Details of any contractors or professionals involved
- Attachments such as diagrams, plans, or photos of the proposed changes

4. Submit the Form for Approval

Submit the completed alteration form and any attachments to the Portsmouth Board of Directors President. Email submissions are also acceptable by scanning documents as pdf files and attaching them to the email.

5. Await Review and Decision

The Portsmouth COA board will review the submission during their next scheduled meeting, or in months when there is not a meeting, it will be hand routed to specific approvers. They will consider compliance with Portsmouth guidelines and Florida statutes with potential impacts on other residents, and overall safety.

6. Receive Approval or Denial

You will be notified by First Service in writing of the board's decision with a copy of the approved submission. If approved, the notification may include specific conditions or limitations. If denied, the notification will include the reasons for the decision.

7. Commence Work

Upon receiving approval, you may proceed with the alterations according to the approved plan. Be sure to adhere to any conditions set forth by the board and coordinate with contractors as necessary.

8. Final Inspection

Once the work is completed, request a final inspection from the condo association through email, text, or phone call to the President of Portsmouth COA. This ensures that the alterations were completed as approved and comply with all community standards.

Conclusion

Adhering to the procedure for alteration forms ensures that all modifications within the Portsmouth COA are conducted safely and in harmony with the overall aesthetic and functional standards. Always communicate openly with the Portsmouth COA board to facilitate a smooth approval process.

Addendum

Following is the approval flow for Portsmouth COA alteration forms. See example below.

1. Completed form is submitted to the Portsmouth President. (An inbox is located at the foyer of their unit, or an email with pdf attachments is acceptable). (See the community bulletin board or website for the correct address of the current President). The current procedure requires four signatures as outlined below.
2. Within 5 days the President (or in the event they are not available, the Vice-President) will review the submission for correctness to the guidelines noted above.
3. If the submission is done correctly, it will be signed by the President or Vice-President and then routed to the remaining three approvers on the board.
 - 1) Each approver has up to 3 days for review and approval.
 - 2) Any denial will be immediately returned to the President. The President will contact the resident with the reason for denial.
 - a) If it's a landscape project, the Landscape POC (Point of Contact) will review first.
 - b) If it's a building project, the Building POC will review first.
 - c) If it's an irrigation project, the Irrigation POC will review first.
4. After the appropriate POC has approved it will be forwarded to the next approvers as outlined by the President or Vice-President.
5. After the final approver signs the form, they will date it in the "Approved Date" line in the Board of Directors Action box and it will be returned to the Building POC who will:
 - 1) Document the submission on the Alteration Form spreadsheet. (This spreadsheet is used to communicate to the board at the monthly meetings).
 - 2) Submit the form to the First Service CAM (Community Association Manager).
 - 3) First Service will then review and if approved, send the approved copy to the submitter via regular mail.

**KINGS POINT MEMBER ASSOCIATION
REQUEST FOR ALTERATIONS OR IMPROVEMENTS**

ASSOCIATION NAME: _____

OWNERS NAME: _____

UNIT ADDRESS: _____ **UNIT NUMBER:** _____

E-MAIL (limited in use for this request only): _____

PHONE: _____ **ALT. OR CELL** _____

CONTRACTOR: _____ **PHONE:** _____

ESTIMATED COMPLETION DATE (not to exceed 90 days from request): _____

REQUEST (include attachments): _____

INSTRUCTIONS

1. **The executed contractor's proposal along with a sketch of the alteration MUST BE ATTACHED TO THIS FORM** detailing dimensions, materials, colors and distance from the foundation/exterior perimeter of the unit.
2. Alterations or improvements require **prior** written approval by your Board. Prior written consent of adjoining unit owners. **(Verify in your documents under Article XIV Maintenance and Alterations)**
3. Work may not begin until you receive written approval of the Board of Directors and signed Management's Review. Work must be completed within 90 days of approval. It is the unit owner's responsibility to notify the Board of Directors when work is completed.
4. **Unit Owner is responsible for obtaining current license and insurance information (prior to start of any work) for any vendor whose information is not currently on file with Management and included on the Kings Point Contractors List.** Home improvement centers (such as Lowe's or Home Depot) use subcontractors for installation. Please secure the subcontractors name, phone number and a contact name (if possible). A copy of the subcontractor's license and insurance must be secured prior to work beginning.
5. In limited circumstances your governing documents may require a vote of unit owners before changes can be made to the Limited Common Area or Common Area; i.e. approval of 75% or 100% of the total vote of the unit owners. **Signatures are not a substitute for a unit owner vote. Verify in your documents under Article XIV Maintenance and Alterations.** Please check with your CAM/Board of Directors for additional clarification.
6. FirstService Residential will email a copy of this Request for Alteration form to the Irrigation Entity (the Master Association) for the purpose of surveying the area for irrigation lines. The requestor of this form will be copied on the email that is sent. Irrigation modifications of any kind (including those required for pouring of a slab) are the sole responsibility of the unit owner, including obtaining approval and any costs associated with irrigation checks or modifications. Unit owner is responsible for providing any additional information or documentation to the Irrigation Entity if required. **Only the entity that maintains the irrigation system is authorized to approve and complete the irrigation line check. Unit owner is responsible for contacting the Irrigation Entity (the Master Association) and FirstService Residential upon completion of project to schedule reconnection of irrigation.** If a slab is poured without review of the irrigation system, the unit owner will be responsible for all expenses related to any irrigation line damage or future repairs should a line running under a slab break.
7. Minor Alterations such as planting of small plants, spot painting, etc. where unit owner lists themselves as contractor, is the sole responsibility of the unit owner and said unit owner assumes full responsibility and holds harmless any and all others any liabilities. Unit owner shall not tap into or modify the irrigation for their unit owner beds.
8. Unit owners may not install their own irrigation/watering system/lines using potable water.

WORK IS NOT AUTHORIZED TO BEGIN PRIOR TO FULLY EXECUTED FORM BEING RETURNED TO UNIT OWNER

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By my/our signature below, I/we understand that the maintenance, repair and/or replacement of and insurance for any requested alteration, or improvement is my/our responsibility (even if damage is caused by a common element) in accordance with the Declaration of Condominium, Article XIV MAINTENANCE AND ALTERATIONS, and any amendments thereto or duly adopted rules of the Board of Directors and shall be binding upon the unit owner(s), his heirs, executors, administrators, successors, and assigns. Removal of a modification may be requested by the Board, at my/our expense, should the modification become a nuisance.

UNIT OWNER(S) SIGNATURE _____

DATE SIGNED _____

LANDSCAPE/ ALTERATION or IMPROVEMENT DETAILS:

1. Show location of landscape alteration or Improvement
2. Provide landscape alteration/bed area or improvement dimensions in feet
3. Attach any additional information and/or pictures

Unit/Building

Back
Front

Signatures of those most affected by the change (i.e. roof-mate and neighbors):

Signature

Address

1. _____
2. _____
3. _____

BOARD OF DIRECTORS ACTION

Approved date: _____ Disapproved date: _____

BOARD SIGNATURES:

1. _____ Name/Title (Please Print) _____
2. _____ Name/Title (Please Print) _____
3. _____ Name/Title (Please Print) _____

BOARD COMMENTS: _____

**Please return completed form to: FirstService Residential – 1904 Clubhouse Drive, Sun City Center, FL 33573
(813) 642-8990**

MANAGEMENT REVIEW

Management reviews Alteration Requests for completeness and vendor adherence to license and insurance requirements. Management review does not supersede your Board's decision. Board Action or signatures are not a substitute for unit owner vote, if required. Management assumes no responsibility for alteration including vendor or materials.

Reviewer: _____ Date: _____

Irrigation Line Check Requested: Date: _____ Irrigation Line Check Complete: Date: _____

Copy to Unit Owner: Date: _____ Copy to Board: Date: _____