

# Estada Homeowners Association, Inc.

## Architectural Request Form

Owners are required to obtain prior written consent from the Board of Directors before making any structural modification or alteration to a unit. This includes the adding or removing of landscaping. Only completed applications including the owners' signature and all required documents will be accepted. Applications may take up to 30 days to process. No work may begin until the owner receives a signed approval letter from the Board or an authorized representative.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Brief Description:** Provide a brief description of any alterations, modifications or improvement you would like to make to the exterior of your home. Attach additional pages if necessary. Include relevant information such as shape, height, location, colors, materials, etc.

For **Screen Enclosures** include: roof height, screen height, width, depth, screen color, enclosure material and color. Location and type of door and type of kick plate. Indicate on the plans whether construction requires attachments to adjacent units. For **Satellite Dish** Installation include the size of the dish, mounting location, mounting method and include a photo of the area. For A **New Roof** indicate that the tiles will be the approved **Galena called Buttercup Blend tile type is Galena FOB Okeechobee.**

**All applicable items must be included with the Application: (Copies only. Originals will not be returned.)**

\_\_\_\_ Survey of lot showing location of improvement/modification. (Paper size 8/5 x 11 only)

\_\_\_\_ Copy of contractor's license and insurance. Name and Phone Number: \_\_\_\_\_

\_\_\_\_ Paint chips, photos, detailed sketches or other relevant information.

**I/we understand the following:**

- As a condition of approval, the applicant, his heirs and assigns hereby assume sole responsibility for the repair, maintenance, or replacement of any addition, alteration, or change.
- The applicant assumes all responsibility for any infringement on or interference with existing facilities and easements on the property.
- Approval of this request does not constitute approval of the structural integrity of the requested modification and is intended solely to maintain harmonious visual aesthetics within the community.
- If the request is approved it is the homeowner's responsibility to ensure all required governmental permits and approvals are obtained.
- All work must start within 6 months of the date of approval. Work must be completed within 6 months of commencement unless otherwise noted in the approval.

Owner's Signature: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Approval Expires on: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_