



## Modification Request Cheat Sheet

**[This modification form is a fillable form and can be completed from your desktop.](#)**

Before you break out the shovel and paint brush, please review this modification instruction sheet along with your community guidelines. Your modification will not only save you time and money, but it will ensure that you are following your community guidelines. Please be sure to submit all documents listed on your requirement checklist for smoother processing.



Here are some frequently asked questions 😊

### How do I submit a modification request form?

To submit a modification form you may visit [www.pinespropertymanagement.com](http://www.pinespropertymanagement.com) or email [Modifications@PinesPropertyManagement.com](mailto:Modifications@PinesPropertyManagement.com)

[▶ Click here for the Updated Community Standards & Modification Guidelines](#)

### Where do I access my community guidelines?

Your community guidelines can be found by visiting [www.silverlakes.net](http://www.silverlakes.net) and selecting the homeowners tab. Then choosing community standards & modification guidelines.

### What is a lot survey?

A “**Lot Survey**” may also be known as a “**Closing Survey**” or “**Mortgage Survey.**” Typically, this type of **survey** is done at the request of banks, realtors, attorneys, and title companies prior to a loan closing. It is usually understood to be a **survey** of a **lot** in a recorded subdivision.

### I don't have my lot survey what can I do since it is a requirement with my submission?

In the event you are unable to acquire your property lot survey. Visit the Broward county appraiser's website for your property sketch. Visit [www.bcpa.net](http://www.bcpa.net) and search your property address & select sketch. Your sketch must have the setbacks requested along with any other information required to be placed on the lot survey.

### What are setbacks?

A **setback** is the minimum distance in which a building or other structure must be set back from a street or road, a river or other stream, a shore or flood plain, or any other place which is deemed to need protection. When referring to your **community guidelines** many of the items such as Tree replacement/removal, fencing, awnings, basketball hoops, and many other items have a minimum set back requirement in order to be approved. When marking your lot survey, a simple **X** marking the location of something won't suffice because your committee must ensure that you are abiding by the minimum set back requirement.

### What is a slope?

The **slope** (also called grade, incline, gradient, main fall, pitch or rise) of a physical feature, landform or constructed line refers to the tangent of the angle of that surface to the horizontal. Referring to your **community guidelines** you can see that pergolas, arbors, screen rooms, patios, and all other relating roof extensions/changes have a required minimum slope. This slope in addition to all setbacks should be written on the official lot survey and submitted with your supporting documents.

[▶ Click here for SilverLakes Universal Colors Schemes](#)

### What are the approved colors to paint my home?

If you live in Misty Bay or Misty Harbor **STOP CONTINUE TO NEXT FAQ** these are not your approved colors : All other residents [www.silverlakes.net](http://www.silverlakes.net) select the homeowners tab and select Silverlakes Universal color schemes. (not doc) There are 38 color schemes to choose from you can not mix and match color options. Notice some schemes have alt. Fascia/door options. Your description of work should read as follows. **Paint House (SL #) Body color (xxxx) Band color (xxxx) Fascia & Door (xxxx)**

[▶ Misty Bay and Misty Harbor Colors](#)

### I live in Misty Bay/ Misty Harbor what are the approved colors to paint my home?

Visit [www.Silverlakes.net](http://www.Silverlakes.net) and select homeowners then select Misty Bay/Misty Harbor colors. Home color chosen may not be the same color as any adjacent properties. **Paint House (Misty #) Body color (xxxx) Bands, Fascia & Doors (xxxx).**

# Modification Form Requirements

All documents mentioned below must be submitted to the committee. Failure to submit all of the required documents will result in application being denied. All documents must be in **PDF** format. If you do not have a scanner you may download the Adobe Scan cell phone application available for download. Email to [Modifications@PinesPropertyManagement.com](mailto:Modifications@PinesPropertyManagement.com)

## Pool Decks/Docks

Official lot survey indicating location/setbacks  
Current house colors (Photo of home)  
Style, type, material and color  
Sample Pictures  
Deck plans and sample  
Proposal if available

## Front door / Garage door

**Note:** Front door & garage door color must, match. Must indicate on your modification.  
Picture of current garage and front door  
Official survey marking location of door(s)  
Picture of the new door (s)  
Style, color chosen, type, material  
Current Color Scheme of home (Photo accepted)  
Proposal if available  
Impact front/garage doors must be either white, bronze or match the current color scheme of your home  
If a bronze front door is chosen, then garage door must be SW7069 Iron Ore

## Fences

Official lot survey marking location, setbacks including setback from neighbor's front door.  
Fence color, style and type (Pictures)  
Fence Height  
Gate Size **Note: Cannot exceed 4ft**  
Proposal if available

## Landscaping/Trees

**Note:** Swale trees modifications are not permitted  
Official survey marking location & setbacks  
Name of trees/plants being used  
Sample picture of location & plants  
Verify tree is from City approved list

## Paint House

Color scheme must be listed on your form as  
Paint House SL # Body (xxxx) Bands (xxxx)  
Fascia/Doors (xxxx) Fascia & Door Option selected if Alt available  
Door color –faux wood Must submit separate modification

## Faux Wood Doors

Faux Wood option chosen  
Approved vendor chosen

## Patio/ Screen enclosure/ Flat Roofs/ Pergolas

Official lot survey marking location & setbacks  
Size, dimensions & materials  
Type, sample photos, color  
Slope and insulation must be indicated on survey  
Proposal if available

## Pools

**Note:** Must submit separate application for decking/fencing safety requirements.  
Official survey marking location & setbacks  
Pool plans  
Proposal if available

## Roofs

Tile/Metal/ SKU/Item #  
Picture of installed roof showing selected tile.  
Type, sample & color from brochure  
Proposal if available

## Shutters

Official Survey marking location of all shutters  
Current house colors (Photo of home accepted)  
Shutter Color: Approved colors White, Ivory or Beige  
Proposal with shutter specification

## Windows

**Note:** All window frames must match  
Official survey marking location of all windows  
Style and type  
Picture of new windows  
Window frame color (bronze or white only)

## Driveway Extension/Pavers/ Paint Driveway

**Note:** Extensions and pavers require lot survey with setbacks  
Current color scheme of the home (Photo accepted)  
Sample color/material of driveway (Color code required)  
Paint Options: One shade lighter/darker than body color of home  
Color Match: Current roof color or current body color of your home  
Behr Pacific Fog or SW Gull Gray (Universally accepted in SL)

In office use only:

APPROVED

DENIED

Is this submission due to a violation? YES NO

SILVERLAKES ARCHITECTURAL MODIFICATION REQUEST FORM

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

Account #: \_\_\_\_\_

Property Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Alt Phone: \_\_\_\_\_

A brief description of the work being completed MUST be written below. Please provide a detailed explanation below for your request.

A copy of your lot survey with the location of the proposed modifications "drawn to scale" indicating all setbacks from the property lines in a clear and legible manner. All information must be submitted before the committee will review the request. Documents required for reviewing your Architectural Modification form (All documents must be submitted in PDF format)

- 1. A copy of your proposal, including specifications from the contractor scheduled to do the work.
2. If you are doing the work yourself, include a sketch or drawing of the modification.

Prior to submitting the request, please review the architectural standards and guidelines to ensure that your request meets all requirements.

\*RESPONSES TO ALL REQUESTS WILL BE SENT BY MAIL WITHIN 45 DAYS FROM DATE OF SUBMITTAL\*

Forward this form and all supporting documents: Pines Property Management, Inc. P.O. Box 820100 South Florida, FL 33082-0100

You may alternatively submit your application by visiting www.PinesPropertyManagement.com and selecting resident portal.

For assistance or questions please contact our support team. Visit our website and chat with a live agent during regular business hours.

HOMEOWNER AFFIDAVIT

I have read & understand the Covenants and Restrictions of the Silverlakes Homeowner's Association and agree to abide by them. I have received a copy of the Silverlakes Modification Guidelines and have read and understand the requirements for the modification (s) I am applying for. I understand that approval is based on the Association's modification guidelines and will comply with the guidelines regardless of the marked modifications on the attached survey.

I understand and assume full responsibility for the costs, liability, repair, upkeep, maintenance and/or replacement of any modification for which I am applying, in addition to any damage or action that may result from the approval of this request.

I further agree to indemnify and hold harmless Silverlakes Homeowners Association from any liability arising from any acts performed by me and/or any vendors and/or contractors I hire in connection with the modification(s) applied for.

I agree that any and all vendors and/or contractors I hire to construct the modification(s) applied for shall be fully licensed, bonded, and insured. Any documentation demonstrating such shall be available for review by Silverlakes Homeowners Association at their request

Homeowners initials \_\_\_\_\_

I understand, and, in return for approval, I agree to be responsible for the following:

An approval is only valid for ninety (90) days unless otherwise specified.

For all losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;

You must obtain any permits required from the City, County, governmental agencies, etc.

You must remove all debris (concrete, fill, etc.) from around your home and re-sod any areas that are destroyed.

You are responsible for any damage that may be caused to the sidewalk or roadway from heavy equipment.

You may not alter the drainage of your property or your neighbor's property.

The final inspection and approval of the association board after construction is completed.

For any encroachment(s);

To comply with conditions of acceptance (if any); and

To complete the project according to Association's guidelines. If the modification is not completed as approved, said approval can be revoked and the modification shall be removed by the owner at the owner's expense.

No changes may be made in plans after approval without the prior written consent of the Association.

WORK MAY NOT BE STARTED UNTIL APPROVAL LETTER IS RECEIVED.

WORK IS NOT ASSUMED COMPLETED UNTIL INSPECTED BY PROPERTY MANAGEMENT AND SIGNED FINAL CITY PERMITS ARE RECEIVED.

I also understand that the Architectural review committee does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; for soil corrosion of un-compactable or unstable soil conditions; for mechanical, electrical or any other technical design requirements for the proposed construction, alteration or addition; or for performance, workmanship or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Modifications Committee or Board of Directors. If the modification is not approved or does not comply, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorney's fees.

The undersigned owner affirms that he/she has read and fully understands the Modification Guidelines and governing documents for the SilverLakes Community Association and agree to conduct all modification in compliance with said guidelines. Homeowners Initials \_\_\_\_\_

Homeowners Signature \_\_\_\_\_

Date of signature \_\_\_\_\_

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.