

MODIFICATION REQUIREMENT CHECKLIST

Revision 9/7/2023

AWNINGS

- Lot survey marking location & setbacks
- Size, dimensions, and sample of materials
- Color photo showing type and color
- Color photo of the home front door/ garage door included
- Current color scheme of the home/ Recent Paint Approval

CIRCULAR DRIVEWAY

- Lot survey marking location & Setbacks
- Contractor proposal
- Color photo of the home front door/ garage door included.
- Contractor Schematic (No hand drawn sketches are accepted)
- City Permit Application (May not deviate from the modification)
- Current Color Scheme (Most recent paint approval)
- Location of grouping of 3 single trunk palms (when applicable)

CAMERAS

- Color photo of the home showing location of each camera
- Lot survey marking location of each camera.
- Should you not have a survey you may include a property sketch
- Color photo of the cameras along with specs

CHICKEE HUTS, TIKI HUTS & GAZEBOS

- Lot survey marking location, setbacks and size
- Color photo showing style , color, and size
- Color photo of the home front door/ garage door included

HOUSE PAINTING (Must choose from approved color chart)

- Color scheme chosen as follows SL# (XX)
- Provide SL (XX) Body (XX), Bands (XX), Fascia /Doors (XX)

DECKS,DOCKS & SEAWALLS

- Lot survey marking location & Setbacks
- Color photo of the home front door/ garage door included
- Color photo of material to be used
- Current color scheme of the home

GUTTERS

- Lot survey marking location of fascia gutters and downspouts
- Color photo showing style , color and size
- Color of Fascia gutters (Match Fascia) & Color of downspouts (Match body)
- Current color scheme of the home
- Application must state/show downspouts will point away from neighbor

***Must show and confirm downspouts pointing away from neighbor**

LANDSCAPING, PALM TREES, SWALE TREES

- Lot survey marking location & Setbacks off all plants/trees/palms
- Color photo of plants/trees/palms to be planted with name(s)
- If a palm is being replaced confirm if this is part of (3) Grouping
- Palms- Must confirm on application palms will be 6ft in bark

***Must show where current grouping of (3) palms are located on survey**

LANDSCAPING BODERS (Max height 12in)

- Lot survey marking location and setbacks of borders
- Color photo of borders, style, color and height (Max 12 inches)
- Color photo of the home front door/ garage door included

SHUTTERS (Only white or Ivory permitted)

- Lot survey marking location and setbacks of borders
- Color photo of shutters, showing style and color
- Color photo of the home front door/ garage door included

RE-ROOF OR ROOF STAINING (Stains from approved list)

- Color photo of tile chosen SKU# / Color chosen (Color code)
- If you are staining your roof, You must choose from approved list

DRIVEWAY,WALKWAYS, EXTENSIONS,PAINTING

- Lot survey marking location, setbacks and radius or area to be painted Current color scheme of the home AND color photo of material to be used.
- Color photo of the home front door/ garage door included.
- Color chosen for the driveway replacement / extension (CODE& SAMPLE REQUIRED)
- Lot Survey showing where grouping of three palms is located

FENCING,HEDGING

- Lot survey marking location & setbacks.
- Setbacks must be noted on the survey even if fence is in the same location.**
- SIDE BY SIDE FENCES ARE NOT PERMITTED.**
- Setback from the neighbor's front door (5ft minimum)
- Mark gate location on survey along with the size of the gate to be installed.
- Gate size not to exceed 4ft single / 8ft DoubleColor
- Sample photo of the fence, color, style & height of the fence and gate
- Color photo of your home
- If you are installing a hedge, please provide a sample photo of the hedge & name.
- Company Proposal showing the proposed work to be completed.

FOUNTAINS,SCULPTURES,FLAGS (Limit 3 not to exceed 18in)

- Official survey marking location & Setbacks.
- Color photo showing style size ect.

FRONT DOOR , GARAGE DOOR

- Lot survey marking location of the doors to be replaced.
- Color photo of the home front door/ garage door included.
- BROCHURE photo of door, showing style and Specs
- Specs for new doors being installed.
- CONFIRM color of new door and how garage/front door will match

***New bronze doors must use SW7069 to match fascia & front/garage doors**

POOL (Separate modification required for decking)

- Lot survey marking setbacksPool plans with proposal from contractor .
- Color photo of the home front door/ garage door included

WINDOWS (All window frames must match on the home)

- Lot survey marking location of all windows to be installed Color photo showing style , color, and size of all windows.
- Color photo of the home front door/ garage door included & Color scheme.
- See door requirements should you be installing new front/garage doors
- Window specs/ proposal from contractor for each window being installed.

LIGHTING (May not be installed higher than 15ft)

- Lot survey marking location and height of each light.
- Color photo of the home front door/ garage door included.
- Color photo of the lighting to be used, include lumens & color

SOLAR PANELS/CHARGING STATIONS

- Lot survey marking location of panels/station
- Color photo of the home front door/ garage door included
- Sample photo shows panel/station along with proposal

FAUX WOOD (Front door and garage must both be faux wood)

- Official survey marking location of doors to be painted
- Color photo of the home front door/ garage door included & Color scheme
- Color photo of faux wood color chosen
- Name of Silverlakes Approved vendor chosen

PATIO, SCREEN ENCLOSURE,FLAT ROOFS, PERGOLA

- Official survey marking location & setbacks
- Size, dimensions, slope, insulation, and sample of materials
- Color photo showing type and color

***IMPORTANT: ARE YOU SUBMITTING THIS APPLICATION DUE TO AN OPEN VIOLATION?** YES NO

OWNER NAME: _____ ACCOUNT #: _____
PROPERTY ADDRESS _____ EMAIL _____
PHONE _____ SUB-COMMUNITY NAME _____

ALL ITEMS LISTED ON THE REQUIREMENT CHECKLIST MUST BE PROVIDED ALONG WITH THIS FORM

1. THIS MODIFICATION REQUEST FORM IS FOR :

2. CURRENT COLOR SCHEME NUMBER OF MY HOME IS :
DO NOT WRITE: LIGHT BROWN, CREAM ECT PLEASE ENTER THE SCHEME # HERE >>
IF YOU ARE UNSURE, PLEASE CONTACT MANAGEMENT

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

Submit this application along with your supporting document by visiting www.PinesPropertyManagement.com and signing into your resident portal. If you are unable to sign into your resident portal please contact the management company by emailing support@pinespropertymanagement.com and requesting a password reset.

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 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.

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, because 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 the 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 to the plans after approval without the prior written consent of the Association.

WORK MAY NOT BE STARTED UNTIL AN APPROVAL LETTER IS PROVIDED TO YOU.

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 an 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.