



## 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) and log into your resident portal or you may email [Modifications@PinesPropertyManagement.com](mailto:Modifications@PinesPropertyManagement.com)

### 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 residents tab.

### 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. You may contact the City for a copy of your lot survey. You may also 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, landforms 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.

### 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 Residents 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)**

### 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 residents tab 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 Requirements:

### Pool Decks/Docks

Pool & Decking modification must be submitted at the same time.

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

### Fences

- Official lot survey marking location and setbacks. Even if you are replacing your existing fence, you must still write the setbacks of the NEW fence.

- Setback from neighbor's front door. ( Must be written 5ft Min)
- Fence color, style height and type with photos
- Gate Size ( Max 4ft) must be noted on the survey
- Proposal showing the scope of work.

### Landscaping/Trees

- Official survey marking location & setbacks
- For Palm Replacement Trees Must show location of current grouping (3) on survey and must show on your lot survey.
- Name of trees/plants being used (Show on survey)
  - Sample picture of location & plants
- Photo of the front of your home showing all landscaping
- For Trees verify tree is from City approved list
- SWALE TREES ARE MAINTAINED BY THE ASSOCIATION
- Is this palm tree part of the grouping of three single trunk?

### Planter Beds

- Official survey marking location & setbacks
- Height of the planter beds
- Photo of the home

### Paint House

Description of work should read the following  
"Paint House SL # (Provide Scheme # Chosen)

Body (xxxx) Bands (xxxx) Fascia/Doors (xxxx)

If you choose the alternate option please list on your form.  
-Door color –faux wood Must submit separate modification

### Gutters

Gutters must be the color of your fascia. The gutter down spout must be the body color of your home, and must be pointed towards your property, not your neighbors. Must indicate on your application

- Current colors of your home (Most Recent paint Approval)
- Photo of your home with front/garage included
  - Proposal
- Official survey marking the location of the gutters with down spouts.  
MUST SHOW ON SURVEY

### Security Cameras

- Location of where the cameras will be installed
- Sample photo of the cameras that will be installed.

### 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
- Photo of your home front/ garage door included
  - Proposal

### Pools

**Note: Must submit separate application for decking/fencingsafety requirements.**

- Official survey marking location & setbacks
- Pool plans Proposal if available
- Photo of the front of your home showing front/garage door

### Re-Roof/ Roof Staining

**- Tile Selection:** Tile/Metal/ SKU/Item #

- Picture of installed roof showing selected tile.
- Type, sample& color, and picture from brochure.**
- Roof Staining (Must choose from approved stain colors)

### Shutters

- Official Survey marking location of all shutters
- Current hse colors (Most recent paint approval)
- Shutter Color: Sample Photo of the shutter
- Approved colors White, Ivory, or Beige -Proposal with shutter specification

### Solar Panels /Charging Stations

- Photo of your home
- Proposal of the work to be completed
- Sample Photos

### Faux Wood Doors

- Approved vendor chosen from approved list
- Sample of color chosen
- Photo of your home showing existing colors
- Sample photo of the cameras to be used.
- Photo of your home with front/garage door included.

### Basketball Hoops

- Sample photo of the basketball hoop
- Photo of the location of the basketball hoop

### Fountain/Sculptures, Flags

- Survey showing location
- Photo of the location
- Sample photo

### Front door / Garage door

**Note:** Front/garage door color must, match

- Picture of current garage and front door
  - Photo of your home Front/Garage Door Included
  - Official survey marking location of door(s)
    - Picture of the new door (s)
    - Style, color chosen, type, material
    - Current Color Scheme of home
- Most recent approval to paint house**  
-Proposal
- New impact front/garage doors must be either **white, bronze** or match the **current** color scheme of your home (**Your modification form MUST the color of the new doors**)
- If new door will remain Bronze, Garagedoor must be painted SW7069 Iron Ore to match. & Vice versa**  
(**Your modification form MUST the color of the new doors**)
- If you will be installing windows in addition to the doors please see above window section of the modification form and provide those documents.

### Driveway Extension/Pavers

- Note:** Extensions and pavers require lot survey with setbacks
- Current house colors must be provided (Most recent approval to paint the house)
  - Sample color/material of driveway (Color code required)
  - Photo of your home front. /Garage door included

### Driveway Staining

May stain up to two shades lighter/darker than the body color of your home or an approved Stain color.

### 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)
- If you will be changing the front or garage doors along with the windows, please see below requirements for front/garage doors.
- These should be provided in addition to all the requirements for windows.

### Exterior Lighting

**Note:** Must comply with Dark Sky Lighting

- Submit lights brands and specifics. Sample photo required. (To include lighting color and lumens. Not to exceed one foot candle each)
- Mark official property survey showing area of illumination covered by each individual light. Individual lighted area must not overlap.
- All light fixtures must be shielded to direct the illumination towards the surrounding area on your own property. Under no circumstances affect any adjacent properties
- Mark survey with height from the base of the home for each light fixture. Light fixtures cannot be installed higher than 15 feet.

### Outdoor Kitchen/Firepits

- Lot survey with setbacks from property line
- Sample phot of the firepit/outdoor kitchen
  - Photo of the location
  - Photo of your home

### Satellite Dishes

- Survey showing location
- Sample photo
- Photo of the location where the dish will be installed.

In office use only:

APPROVED  DENIED

Is this submission due to a violation? YES  NO

SILVERLAKES ARCHITECTURAL MODIFICATION REQUEST

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

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

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

Email \_\_\_\_\_

Phone \_\_\_\_\_

Community Name \_\_\_\_\_

\*IMPORTANT: PLEASE PROVIDE A COMPLETE DESCRIPTION OF THE WORK BEING COMPLETED BELOW .

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 for review by visiting www.PinesPropertyManagement.com and signing into your resident portal. If you are unable to submit via resident portal your request should be emailed to the management company.

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, 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.



Before submitting this application, please ensure all items listed on the requirement checklist have been provided. Additionally, please also ensure that all sections of this form have been completely filled out.