

# Glen Oaks Manor

## **ARCHITECTURAL REQUEST FORM**

Process for Architectural Requests:

1. Please review the current standards prior to completing this form.
2. Print and review the Contractor/Homeowner Guidelines for Home Improvements prior to completing the request form(s).
3. Print the Architectural Request Form that is to be completed by the Homeowner and submitted to the Architecture Committee (AC) via the Management Company.
4. Once the form is reviewed by the AC, a preconstruction meeting with the homeowner and the Architecture Chair (or a member of the committee) will be scheduled to review the Contractor/Homeowner Guidelines.
5. The homeowner will sign off on reviewing the Guidelines, agreeing to notify any contractors involved with the project of the Guidelines.
6. The form will be presented at the next scheduled monthly HOA Board meeting. The HOA Board members will vote to either deny or give approval for the project to move forward.

HOA Board approval must be received in writing before any work commences. Failure to do so may result in the need to remove any work completed.

Only one modification per form is permitted.

Please print this form and complete it in its entirety and mail to:

Casey Condominium Management, LLC  
4370 S. Tamiami Trail, #102  
Sarasota, FL 34231

Any incomplete forms will be returned, resulting in further delays to the Homeowner.

# Glen Oaks Manor

## ARCHITECTURAL REQUEST FORM

**NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**VILLA NUMBER** \_\_\_\_\_ **STREET NUMBER** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**Describe the modification** \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**Location** \_\_\_\_\_

---

---

---

**Specifications, including dimensions (a copy of the plans or suitable drawing or pictures MUST be provided)**\_\_\_\_\_

---

---

---

---

---

**Materials (samples are required in some cases – see Architecture Standards section of Rules and Regulations)**

---

---

---

---

**Estimated start date** \_\_\_\_\_

**Estimated date of completion** \_\_\_\_\_

**NOTE: Per the governing documents – Owners are responsible for the work/action of persons under their employ, direction or authority. Please supervise the work to ensure that no damage to common areas or adjacent villas occurs. You will be responsible for correcting any damage. All requests must conform to the state and local zoning and building codes and regulations and owners are responsible for obtaining the necessary permits IF your request is approved.**

-----

This section is to be completed by the AC & Board of Directors, after pre-construction meeting and homeowner signs, unless Architecture Committee denies initial request.

**Architecture Committee Recommendation:**

**Approval** \_\_\_\_\_ **Denial** \_\_\_\_\_

**If recommending Denial, please state reason/guideline and/or document exclusion** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AC Chair Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**BOD: Approval** \_\_\_\_\_ **Denial** \_\_\_\_\_

**BOD Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Pre-construction Meeting: Date** \_\_\_\_\_

**Attendees:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Homeowner Signature for review of Contractor / Homeowner Guidelines for Home Improvements**

\_\_\_\_\_ **Date** \_\_\_\_\_

**AC Rep Signature at Pre-construction Meeting**

\_\_\_\_\_ **Date** \_\_\_\_\_

# **Glen Oaks Manor**

## **Contractor/Homeowner Guidelines for Home Improvements**

1. Preferred work hours are 7am-5pm Monday through Saturday.
2. Contractor vehicles should be parked in the driveway when possible. No parking on the grass.
3. Mailboxes and neighbor's driveways should not be blocked.
4. Thursday is garbage and recycling pick up; streets need to be passable.
5. Dumpsters should only be placed in the driveway. They are only allowed for 7 days and must be removed after 7 days or within 48 hours of project completion.
6. No trailers, machinery, or supply materials are allowed on the grass. Any damage to plants and/or grass because of construction work is the responsibility of the homeowner to replace and/or restore.
7. Port-a-potties should be kept in Area C, not on HOA common property.
8. Left-over building materials cannot be left in the driveway or on HOA common property.
9. Homeowner shall provide proof of contractor license and insurance.
10. As per the Declaration of Covenants & Restrictions Article VIII, Section 7. Signs. "No advertising or sign of any character shall be displayed or placed upon any Lot except for security signs installed and maintained in accordance with Rules adopted by the Association."
11. Please be considerate of your neighbors. They also must live with your contractors working at your home. If you are out of town while the work is being done, stay in contact with a neighbor who can report any rule infractions to you.