

The Overlook at Hamlin Homeowners Association, Inc. – ALTERATION APPLICATION

OWNER'S NAME: _____ DATE: _____

PHONE: _____ ADDRESS: _____

LOT #: _____ Circle Type of Home: Single Family Twin Villa Townhome Condominium

TYPE OF ALTERATION:

Approval is hereby requested for the following modification(s), addition(s), and/or alteration(s) as described below and on attached pages. (Check all that apply)

- | | | |
|------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Doors New | <input type="checkbox"/> Patio Extension/Addition | <input type="checkbox"/> Satellite Dish |
| <input type="checkbox"/> Driveway New | <input type="checkbox"/> Play Structure | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Exterior Modification | <input type="checkbox"/> Screening/Enclosure New | <input type="checkbox"/> Solar Collectors |
| <input type="checkbox"/> Hurricane Shutters | <input type="checkbox"/> Landscape | <input type="checkbox"/> Roof Repair |
| <input type="checkbox"/> Wall/Fence | <input type="checkbox"/> Gutters | <input type="checkbox"/> Other (please list below) |

DESCRIBE IN DETAIL THE TYPE OF ALTERATION AND MATERIALS TO BE USED:

THIS SECTION MUST BE COMPLETED

<input type="checkbox"/> The work will be performed by a contractor. (Please provide a copy of their license and proof of insurance.) <input type="checkbox"/> The work will be performed by a homeowner. (Please read and initial statement below.) <p align="center"><i>The applicant a/k/a homeowner holds the association and its management agent harmless in the event that the applicant plans on initiating and performing the improvements themselves.</i></p>

Specifications of modification (i.e. size, color, type of material) and a diagram drawn on a copy of the AS BUILT Survey which you received at closing are required as well as other documentation relevant to the work being done. Please refer to the Community's Architectural Protocol found in the Association documents. Please check the appropriate boxes below:

- | | |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Initial Plans and/or Specifications Attached | <input type="checkbox"/> Materials Designation Plan/Samples Attached |
| <input type="checkbox"/> Plans sealed and signed by Professional | <input type="checkbox"/> Landscape Plan/Vendor ID Attached |
| <input type="checkbox"/> Plans signed by Owner | |
| <input type="checkbox"/> Diagram of work drawn on a Copy of Final AS BUILT Lot Survey | |

Owner's Signature _____ Owner's Signature _____

FOR ACC USE ONLY

Date Reviewed by Property Manager: _____	Property Manager Signature _____
_____ Meets current Community Guidelines and Community Standards.	YES NO
_____ Vendor Insurance License Information produced (if required for request)	YES NO
Property Manager Comments: _____	
Architectural Control Committee or Designated Representative Approval	
<input type="checkbox"/> Approved (see page 2)	<input type="checkbox"/> Approved with Conditions attached
<input type="checkbox"/> Disapproved for reasons attached	
_____ / _____	_____
AUTHORIZED SIGNATURE/NAME FOR THE ARCHITECTURAL CONTROL COMMITTEE	Date of Approval/Disapproval

Your approval is subject to the following:

- You are responsible for obtaining any necessary permits from the appropriate Building Department(s).
- Access to areas of construction is only allowed through your property and you are responsible for any damages occurring due to construction on the exterior of your property as well as neighboring properties and common areas, if applicable, including lawn and landscape.
- The Architectural Review Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance. IT IS UNDERSTOOD AND AGREED THAT **THE OVERLOOK AT HAMLIN HOMEOWNERS ASSOCIATION, INC AND POPE GOLF PROPERTIES, INC., ET AL,** ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND HIS/HER ASSIGNS, ASSUME ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

Explanation of Conditions:

Explanation of Disapproval:

Please return the completed application to:

**The Overlook at Hamlin
c/o Pope Properties
428 Interstate Court
Sarasota, FL 34240
Attn: ACC**

or email to nelbaz@popehoa.com