

**OAK FOREST VILLAS CONDOMINIUM ASSOCIATION, INC.
ARCHITECTURAL REVIEW – REQUEST FORM**

Name: _____ Date: _____

Address: _____ Unit: _____

Phone (home): _____ Phone (cell/office): _____

Contractor: _____ Contractor's Phone: _____

Is Unit Owner Paying for Request? YES _____ NO _____

Unit Owner Request:

The unit owner(s) request Association approval for the following (*circle any that apply*):

Screen Enclosure Glass Enclosure Window Replacement Door Replacement
Clean/Pressure Wash Exterior/Roof Gutter Clean/Pressure Wash/Repair/Removal

Other: _____ (Is Diagram Attached?) _____

Brief Description of Request Details: _____

NOTE: Owner is responsible for maintenance, upkeep and repair of any and all approved modifications.

Desired Start Date: _____ Estimated Completion Date: _____

Required Information to Accompany Request:

Basic plans with specifications of components / materials to be used

Colors of all exterior facing components / materials

Contractor Information:

Company Name/Address: _____

Florida License #: _____ Years in Business: _____

All information must be submitted & approved by the Board PRIOR to commencement of project.

Date Received: _____ Received by: _____

Each owner/contractor is responsible for the trash and debris from their construction. Exterior trash and debris are to be removed daily or stored in garage and may not, at any time, clutter any other area within Oak Forest Villas. It is also understood that the owner/contractor is responsible for any damage to buildings, plantings or other common property incurred as a result of construction. If the owner and/or contractor do not comply, the Association has the right, but not the responsibility, to rectify the situation and charge the owner for any expense incurred.

All modifications must be built to comply substantially with the plans and specifications as approved by the Board.

Owner and/or contractor understands and agrees to comply with all Sarasota County rules, codes and permitting regulations. CONTRACTOR must have current insurance. USE OF NON-APPROVED CONTRACTOR or violation of Association regulations will SUBJECT OWNER TO FINES!

ANY CHANGES OF THE SPECIFICATIONS or CONTRACTOR AFTER FINAL APPROVAL MUST BE RESUBMITTED FOR APPROVAL PRIOR TO COMMENCEMENT OF CONSTRUCTION/WORK.

Owner's Signature

Contractor's Signature

Date

Date

BOARD APPROVAL / ACTION

For Oak Forest Villas Condominium Association Use Only

Request from _____ (Owner)

For Unit # _____ Dated: _____

Additional Information Needed: _____

List of conditions, if any: _____

APPROVED _____ OR DENIED _____

By the Board of Directors on _____
DATE

Denied for the following reasons: _____

