

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

Name: George Levy & Lisa Casey \_\_\_\_\_ Date: 12/11/2025 \_\_\_\_\_  
4616 Oak Forest Dr. E

Address: \_\_\_\_\_ Unit: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (cell/office): 610-368-7242

Contractor: Supreme Seamless Gutters Contractor's Phone: 941-350-1555

Is Unit Owner Paying for Request? YES XXX 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: gutter & downspout over our lanai only (Is Diagram Attached?) No

Brief Description of Request Details: We wish to install a gutter in the rear of our home extending 28 ft. from the mid-point between the rear window of our home and the neighbor (4618) to the corner of our home where it will connect to a single downspout. The color will match the brown of  
**NOTE: Owner is responsible for maintenance, upkeep and repair of any and all approved modifications.** the aluminum trim along the roofline as closely as possible.

Desired Start Date: before year end      Estimated Completion Date: should take only a few hours

**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: Supreme Seamless Gutters

Florida License #: 26-002593      Years in Business: 26

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

Date Received: 12/15/2025      Received by: Linda Bardach, President

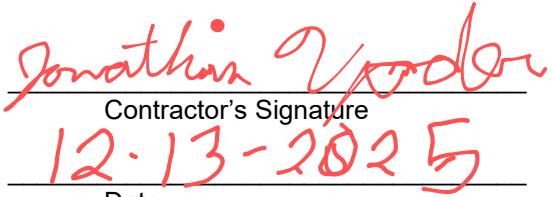
Each owner/contractor is responsible for the trash and debris from their construction. Exterior trash and debris are to be removed daily or stored in garage and may not, at any time, clutter any other area within Oak Forest Villas. It is also understood that the owner/contractor is responsible for any 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  
12/12/2025  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Contractor's Signature  
12-13-2025  
\_\_\_\_\_  
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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_