

VALENCIA AREA CONDOMINIUM ASSOC., INC.
ARCHITECTURAL MODIFICATION REQUEST

UNIT OWNER'S NAME: _____

UNIT ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT) _____

PHONE: HOME (_____) _____ EMAIL: _____

DESCRIPTION OF IMPROVEMENT: (Please describe improvement in detail, including colors, dimensions, materials, etc., where applicable)

THE ARCHITECTURAL APPROVAL REQUEST FORM IS TO BE COMPLETED BY THE UNIT OWNER(S) PLEASE MAKE SURE TO SEND COMPLETE TO: Triton Property Management 175 Toney Penna Drive #100, Jupiter, FL 33458 or email: residentservices@tritoncam.com. ALL pertinent material for your specific project including copies of the contractor's license and proof of insurance.

It is the responsibility of the UNIT OWNERS to ensure the package is completed before submitted for review.

WORK MAY NOT BE STARTED UNTIL OFFICIAL WRITTEN APPROVAL IS RECEIVED BY OWNER FROM THE WALK DIRECTORS

PLEASE NOTE: It is the sole responsibility of the OWNER to ensure that the submitted package is complete. The following items must be included with your application to be considered for approval. If any items are missing the package is considered incomplete and will not be reviewed by the Officers or Directors. The OWNER also acknowledges that Association Specialty Group is also not responsible for incomplete packages. The owner is responsible to submit completed packages and the Association is NOT responsible for providing and approval/disapproval within the required time frame of any incomplete packages.

- ARCHITECT'S PLANS/ DRAWINGS (if applicable) & BOUNDARY SURVEY (if exterior of home/unit)
- SAMPLES OF MATERIALS (actual material, where feasible, as well as paint chip or color swatches)
- COPY OF CONTRACTORS' LICENSE & INSURANCE (See Page 3 for Specific Details)
- MUNICIPAL BUILDING PERMITS MUST BE SUBMITTED FOR THE FOLLOWING TYPES OF WORK o Examples: (Electrical, Plumbing, Window, Shutters, Roofing, Floor Installation with need for Sound Proofing) o The issuance of the permit does not relieve the property owner from obtaining the Association's approval and in no way authorizes Work that is in violation of any Association Rule & Regulation. I / We hereby make application to Valencia Area Condominium Association, Inc. for the above-described item to be approved in writing. I / We understand and acknowledge that approval of this request must be granted before Work on the modification may commence and that if modification/installation is done without the approval of the Association, the Association may require the removal of the modification/installation and subsequent restoration to original form at my expense.

VALENCIA AREA CONDOMINIUM ASSOC., INC.
PROPERTY IMPROVEMENT ACKNOWLEDGE FORM

1. Valencia Area Condominium Association strongly recommends to all unit owners that they hire licensed and insured Contractors for their project. The Association, nor the management company, shall assume responsibility for the Contractor hired by the owner.
2. The approval process requires the signature of your Building Director and the Association President.
3. The Association has thirty (30) days to respond. No work is to commence prior to receiving approval. Fines may be levied for failure to comply.
4. Windows and door replacements, including window frames MUST be painted using the buildings approved color codes to maintain continuity and building esthetics.
5. Patio enclosures MUST be painted using the buildings approved color codes to maintain continuity and building esthetics.
6. Unit owners are responsible for the disposal of old appliances. Old appliance can also be removed by the vendor hired to do the installation of new appliances.
7. **If you are doing the work yourself, disclose it in this form - include a detailed sketch or drawing of the improvement and materials to be used. (NOT for Painting)**

CONDITIONS OF APPROVAL:

1. An approval is only valid for sixty (60) days unless otherwise specified.
2. **You must obtain any and all permits required by/from the City, County, Governmental Agencies, etc.**
3. **No changes in plans after approval without the written consent of both Directors and Officers.**
4. Unit owner is responsible for all damage to utilities, including sewer, water, cable, electrical and telephone.
5. You must promptly remove all debris (concrete, fill, etc.) from Kings Point area. The Association dumpsters are not for this purpose. The owner is responsible to the removal of ALL construction material.
6. You are responsible for all damage that may be caused to the sidewalks or roadway due to improvement.

ACKNOWLEDGMENT:

I _____, hereby make this application for approval, pursuant to the regulations of Valencia Area Condominium Association, Inc., for the architectural changes noted above and if approval is granted, I agree to comply with the conditions stipulated herein.

I further understand that I may be in violation, should I fail to comply with the covenants and restrictions of the Association.

SIGNATURE OF APPLICANT: _____

DATE: _____

DIRECTORS

Approved	Denied
Name (Print): _____	Name (Print): _____
Signature: _____ Date: _____	Signature: _____ Date: _____
Name (Print): _____	Name (Print): _____
Signature: _____ Date: _____	Signature: _____ Date: _____

Comments: _____

ASSOCIATION OFFICERS

Approved	Denied
Name (Print): _____	Name (Print): _____
Signature: _____ Date: _____	Signature: _____ Date: _____

Comments: _____