

ARCHITECTURAL MODIFICATION REQUEST FORM
(ARC Form)
SUNFISH BAY CONDOMINIUM ASSOCIATION, INC.
REVISED 3/2021

This form shall be completed by the Unit Owner, reviewed and signed by a Board Member prior to submitting to the Board of Directors (Board).

In accordance with the Declaration of Condominiums and SFB's rules and regulations, I/we request consent to make the following changes, alterations, renovations, replacements, additions and/or removals to my/our unit. I/we understand any changes proposed must be in compliance with SFB architectural design themes, color and will not affect the structural soundness, view, privacy, acoustics, or quality of living to my adjoining neighbors.

I/we also fully understand that it is our responsibility to disclose all modifications made to this unit to realtors seeking to find future buyers as well as to the potential future buyers. Further, I/we shall inform the future buyer/owner that the maintenance responsibility of the modification is borne by the unit owner not the Association.

Owner Name _____ Unit # _____

Phone - Home _____ Cell _____

Email _____

Identify the location of the requested modification/change/upgrade.

Deck _____ Porch _____ Patio _____ Landscape _____ Front Door _____ Sliding Glass Doors _____

Windows _____ Hurricane Shutters _____ Screen enclosure/removal _____ Exterior Lighting _____

Other _____

To be included with Request via attachments to this form.

1. Complete description (scope of work) of the modifications you are requesting.
2. Identify the type of materials/manufacturer products that will be used. Product Color.
3. Detailed drawing, blueprint or design proposal, If applicable.
4. Name of Contractor and contact information. (phone, email)
5. Copy of Vendor's Industry License.
6. Copy of Certificate of liability insurance.
7. Expected Start date of the project. _____
8. Permits required - Yes _____ No _____

For your information and understanding.

1. I/We understand the Board will review and act on this request at the next scheduled Board Meeting.
2. I/we agree that no work will commence until I/we have received written approval.
3. All future maintenance of this modification will be the Unit Owners responsibility and this modification will be kept in good condition as required by governing documents.

4. I/we are aware that it is the responsibility of the owner/owner's to disclose these modifications to all realtors and future buyers of this unit.
5. I/we are responsible for the conduct of all persons and contractors working on the project to include parking instructions for contractor vehicles, and complete clean up of the work area.
6. I/we agree to inform the contractors that all refuse/trash must be removed from the property and not placed in the community dumpsters.
7. I/we have received signatures from adjoining neighbors indicating that I/we have discussed this project with them.
8. I/we/contractor will be responsible for complying with applicable federal state and local laws, codes, regulations and requirements in connection with this work. I/we understand and agree that SFB, its Board, and /or its agent have no responsibility with respect to such compliance and that the Board shall not be understood as the making of any representation or warranty, that at the plans, specifications, or work comply with any law, code regulation or governmental requirement.

My/our signature on this document indicates that I/we have read it in the entirety and agree to comply with its contents.

Signature _____ Date _____

Signature _____ Date _____

Board of Director Signature _____ Date _____

Signatures of neighboring Unit Owners

Neighbor to the right _____ Unit # _____

Neighbor to the left _____ Unit # _____

Neighbor above _____ Unit # _____

Neighbor below _____ Unit # _____

For Board Use

Date reviewed by Board _____ Decision Approved _____ Denied _____

If Applicable reason for denial _____

Signature of President _____ Date _____

Signature of Secretary _____ Date _____

Signature of Property Manager _____ Date _____

Two (2) copies made and scanned into the Management Company database under Sunfish Bay Condominium Association.

Return completed form with necessary attachments to jkidd@ameritechmail.com