

Alteration/Modification Application

Today's Date	
Community Name	Mayflower Way Section I Condominium Assn.
Owner Name	
Site Address	
Owner Contact Number	
Owner Email Address	
Description of Work	
Start Date	
Estimated Completion Date	
Vendor Name	
Vendor Contact Number	
Vendor Email Address	
Acknowledged and agreed to by Applicant:	<p>Applicant agrees to complete said alteration or modification in accordance with application. Changes to approved alteration/modification or work in progress must be approved in writing by the Association. If said alteration or modification work has not commenced within 6 months of approval date, application will be considered withdrawn; and application process will begin again. Any work that is considered non-conforming to approval may be subject to enforcement, such as fines, by the Association. Any work that is not completed 30 days after estimated completion date may also be subject to enforcement, such as fines, by the Association. Extensions may be granted by the Association; however, the Association is not obligated to grant any extensions. <u>Association has 30 days to review alteration or modification application; 30-day review period does not begin until COMPLETE application is received by the Association. Application must be signed by OWNER. All correspondence related to application will be sent to OWNER only unless OWNER provides written permission to send to Vendor.</u></p>
Applicant Signature	
Association Approval	

The following are required for approval (send all that are applicable to your alteration or modification):

- Color Chips
- Approved Storm Shutter Colors are: White for the windows and beige or like color for lanai area (framing must be installed inside of the lanai not outside).
- Sketch of Work
- Floor Plan
- Drainage and Certification Plan
- Site Plan
- Landscape Plan
- Screen Enclosure Plan
- Licensing and Insurance for Contractor (Certificate Holder must be as follows):

Mayflower Way Section I Condominium
Assn. C/o RealManage, P.O. Box 803555,
Dallas, TX 75380

Additional Notes

- **A one thousand-dollar (\$1,000) Deposit is required (upon Board's request) for some projects and** is refundable when association manager confirms that all roadways and landscaping, and other common areas are restored to the original state.
- All required permits must be obtained and displayed by owner prior to work beginning.
- No spraying of paint is permitted.
- Owner is responsible for notifying Association Manager prior to commencing any lot excavation in order to identify any irrigation or utility lines in the path of excavation. Owner must use Association's irrigation contractor.
- Owner is responsible for maintaining and trimming all landscape materials approved by the Association. No landscaping materials may encroach on neighboring properties or common areas.
- Owner or owner's agents or builder/contractor shall not use any portion of the Association property, other than roads, for the purpose of obtaining access to the owner's lot and home to construct any improvements approved by the Association.
- Actual construction will be performed by a licensed builder/contractor who is insured. All applicable code and regulations will be followed and all necessary permits will be obtained at owner's expense.
- All maintenance of the alteration/modification will be performed at the owner's expense. Owner is responsible for bringing all areas used for construction traffic back to original condition.
- Should any legal, regulatory agency require, at any time in the future, modifications to this variance, will need to be done at the owner's expense.
- Prior to submitting a drawing of any modification or alteration that may disrupt the existing irrigation system; the owner will need to obtain a letter from existing irrigation contractor stating that the proposed modification will not interfere with the sprinkler system. Should any irrigation lines, sprinkler heads or other irrigation equipment need to be relocated, this will be done exclusively at the owner's expense. Owner is required to contract with the Association's existing irrigation contractor to make any changes to the existing irrigation system.
- For hurricane shutter installations: Owner is solely responsible for ensuring shutters meet county code requirement; permanently attached portions of the shutters must be white or match the body color of the building.
- All alterations/modifications are subject to requirements of the Governing Documents, occupancy agreements and other applicable regulations at the Association's discretion.

Association reserves the right to request additional information, as well as additional fees or deposits, not requested on this form.

Please contact RealManage at 1-866-473-2573 if you have any questions or you can email completed form to MAYFLOW1@CIRAMAIL.COM.