



## Exterior Alteration Application

### ***OWNER INFORMATION***

Owner 1 \_\_\_\_\_ Owner 2 \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Community name \_\_\_\_\_

***I (we) understand all current association fees must be up to date/paid before the application is submitted.***

***I (we) understand applications may take up to 30 days to process. If the application is denied for missing documents and/or fee the 30 days start the date that we receive all missing documents and/or fee.***

***I (we) acknowledge we will be notified via email regarding missing documents and/or fee and that my approval will be emailed to me/us.***

***I (we) acknowledge that a \$100 DOLLAR fee will be imposed to my account if work is started prior to obtaining Homeowners Association approval.***

Signature owner 1 \_\_\_\_\_

Signature owner 2 \_\_\_\_\_

- This application is good for six (6) months from the date of approval. All work must be underway or completed within this time frame. If work is not underway within six (6) months or there has been a change in the proposed modification, you must resubmit your application.
- If application is denied, it may be resubmitted with the required changes.
- This application must be completed and approved by the HOA prior to the start of work on any property managed by Prime Community Management.
- Please review the checklist below prior to submitting your request to make sure all required documents and fee are provided. Incomplete applications will be denied.
- It is the applicant's responsibility to comply with all County/City requirements for permits.
- Prime Community Management accepts no responsibility for the workmanship or quality of vendors/contractors hired by the owner or their representatives.
- Owners are responsible to conduct their own due diligence. Check with the Better Business Bureau, local Chamber of Commerce, read reviews, and/or ask for references.

## INSTRUCTIONS:

Below, please find a checklist of required items for your proposed modifications. Select your modification and send this application, together with the required documents and fee to the following:

**Submitting by Mail:** Prime Community Management, 346 East Central Ave, Winter Haven, FL 33880  
**Submitting in Person:** Prime Community Management, 111 Avenue A S.E., Winter Haven, FL 33880

**Please note that incomplete requests will be denied, thus prolonging the approval time.**

**A separate application is required for each modification.** Refer to your communities' documents for guidelines. Applications are reviewed bi-monthly.

- **PATIO CAGE (SCREEN ENCLOSURE), LANAI SCREEN-IN, FRONT PORCH SCREEN-IN**
  - \$75 fee made out to Prime Community Management
  - List of materials and color sample of pool or patio cage
  - Dimensions
  - Copy of vendor's quote
  - Certified Property Survey showing location of dwelling with the modification area highlighted.
  - Contractor contact information, including:
    - Copy of business license
    - Commercial liability insurance
    - Workers' compensation or exempt form
  
- **SWIMMING POOLS, SPAS, AND HOT TUBS (No above-ground pools)**
  - \$75 fee made out to Prime Community Management
  - Must provide complete plans with specifications
  - Copy of vendor's quote.
  - Certified Property Survey showing location of dwelling with the modification area highlighted
  - Contractor contact information, including:
    - Copy of business license
    - Commercial liability insurance
    - Workers compensation or exempt form
  
- **FLAGPOLE, SATELLITE DISHES, GUTTERS, GARAGE SCREENS, EXTERIOR LIGHTING**
  - \$25 fee made out to Prime Community Management
  - Brochure or photo including dimensions or vendor's quote.
  - Certified Property Survey showing location of dwelling with modification area highlighted.
  - Contractor contact information, including:
    - Copy of business license
    - Commercial liability insurance
    - Workers' compensation or exempt form

□ **FENCES**

- \$75 fee made out to Prime Community Management
- Complete plans and specifications on vendor's quote including:
  - Color - Confirm approved color(s) for your association prior to submitting or your request will be denied
  - Materials to be used
  - Height and length.
- Certified Property Survey showing location of dwelling with the modification area highlighted.
- Contractor information, including:
  - Copy of business license
  - Commercial liability insurance
  - Workers' compensation or exempt form

□ **ACCESSORY STRUCTURES (ie. CHILDRENS' PLAY SETS/HOUSES, BASKETBALL HOOPS, PERGOLAS, TRELLISES, DECORATIVE STRUCTURES)**

- \$25 fee made out to Prime Community Management
- Complete plans and specifications, vendor's quote specifying colors, materials and dimensions to include height.
- Certified Property Survey showing location of dwelling with the modification area highlighted.
- Contractor information, including:
  - Copy of business license
  - Commercial liability insurance
  - Workers' compensation or exempt form

□ **HOUSE PAINTING/EXTERIOR DOORS/EXTERIOR DOOR INSERTS**

- \$75 fee made out to Prime Community Management
- Complete plans and vendor's quote specifying colors and materials to be used.
- Certified Property Survey showing location of dwelling with the modification area highlighted
- Contractor information, including:
  - Copy of business license
  - Commercial liability insurance
  - Workers' compensation or exempt form

□ **LANDSCAPING MODIFICATIONS, MULCH TO ROCK, REMOVAL OR ADDITION OF TREES/PALMS**

- \$25 fee made out to Prime Community Management
- A picture of the current landscaping and/or tree(s) must be provided with this request
- Pictures of the new plants and/or trees to be planted.
- Vendor's quote or if you will be doing the work, we need a letter from you indicating so.
- Certified Copy of survey showing location of dwelling with the modification area highlighted.
- If applicable, Contractor contact information, including:
  - Copy of business license
  - Commercial liability insurance
  - Workers' compensation or exempt form

□ **HURRICANE SHUTTERS**

- \$25 fee made out to Prime Community Management
- Complete plans and specifications,
- Vendor's quote to include colors and materials to be used
- Diagram showing location of window and/or doors where shutters will be installed.
- Certified Copy of survey showing location of dwelling with the modification area highlighted.
- Contractor information, including:
  - Copy of business license
  - Commercial liability insurance
  - Workers' compensation or exempt form

□ **SOLAR PANELS**

- \$75 fee made out to Prime Community Management
- Complete plans and vendor's quote indicating materials to be used.
- If the panels must go in the front of your house, you will need to provide an engineer's report indicating so.
- Certified Property Survey showing location of panels highlighted.
  - Copy of business license
  - Commercial liability insurance
  - Workers' compensation or exempt form

□ **PERMANENT GENERATORS**

- \$75 fee made out to Prime Community Management
- Complete plans
- Vendor's quote specifying colors and dimensions.
- Certified Property Survey showing location of dwelling and highlight where the generator will be placed
- Contractor information, including:
  - Copy of business license
  - Commercial liability insurance
  - Workers' compensation or exempt form

□ **ROOF REPLACEMENT/ EXTERIOR ADDITIONS**

- \$75 fee made out to Prime Community Management
- Complete plans
- Vendor's quote specifying colors and materials to be used
- Certified Property Survey showing location of dwelling with the modification area highlighted
- Contractor information, including:
  - Copy of business license
  - Commercial liability insurance
  - Workers' compensation or exempt form

□ **DRIVEWAYS/WALKWAYS PAVERS OR ARTISTIC CONCRETE/STAMPED CONCRETE**

- \$75 fee made out to Prime Community Management
- Complete plans and vendor's quote specifying color and materials to be used.
- Certified Property Survey showing location of dwelling with the modification area highlighted.
- Contractor information, including:
  - Copy of business license
  - Commercial liability insurance
  - Workers' compensation or exempt form