



Exterior Alteration Application

OWNER INFORMATION:

Owner 1: _____

Owner 2: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

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 is the checklist of required items for your proposed modification. Select your modification and send this application with the required documents listed and applicable 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

A separate application is required for each modification. Please refer to your communities' documents for guidelines.

Please be sure the homeowner's name and address are listed in the Certificate Holder section on Insurance Forms.

If there is an item below that isn't applicable to your modification, please ignore it.

Please note that incomplete requests will be denied.

□ SCREEN ENCLOSURE – POOL, PATIO CAGE, LANAI, FRONT ENTRY, GARAGE, ETC.

- No Magnetic Garage Screens are permitted**
- A fee of \$75 made out to "Prime Community Management" (Please do NOT send cash)
- A List of the materials to be used and the colors of the frame, etc.
- A Certified Property Survey highlighted to indicate the area to be modified
- The Dimensions of the Enclosure being applied for
- A Copy of the vendor's quote
- The Contractor's contact information as well as copies of the Contractor's:
 - Business license and/or Tax Collector's Receipt
 - Commercial Liability Insurance
 - Workers' Compensation Form or Letter of Exemption

□ SWIMMING POOLS, SPAS, AND HOT TUBS

- No above-ground pools are permitted**
- A fee of \$75 made out to "Prime Community Management" (Please do NOT send cash)
- The complete plans with the specifications of the addition being applied for
- A Copy of the vendor's quote
- A Certified Property Survey highlighted to indicate the area to be modified
- The Contractor's contact information as well as copies of the Contractor's:
 - Business license and/or Tax Collector's Receipt
 - Commercial Liability Insurance
 - Workers' Compensation Form or Letter of Exemption

□ FLAGPOLES, SATELLITE DISHES, GUTTERS, EXTERIOR LIGHTING

- Please confirm the approved color(s) for your community with regards to Gutters**
- A fee of \$25 made out to "Prime Community Management" (Please do NOT send cash)
- A Brochure and/or photo with the Dimensions or a copy of the vendor's quote.
- A Certified Property Survey highlighted to indicate the area to be modified
- The Contractor's contact information as well as copies of the Contractor's:
 - Business license and/or Tax Collector's Receipt
 - Commercial Liability Insurance
 - Workers' Compensation Form or Letter of Exemption

□ **FENCES**

- A fee of \$75 made out to “Prime Community Management” (Please do NOT send cash)
- The Vendor’s quote with the Complete plans and Specifications including:
 - The Color – Please confirm the approved color(s) for your community prior to submittal
 - The Materials to be used
 - The Dimensions (Height and Length)
- A Certified Property Survey highlighted to indicate the area to be modified
- The Contractor’s contact information as well as copies of the Contractor’s:
 - Business license and/or Tax Collector’s Receipt
 - Commercial Liability Insurance
 - Workers’ Compensation Form or Letter of Exemption

□ **ACCESSORY STRUCTURES – DECORATIVE STRUCTURES, CHILDRENS' PLAY SETS/HOUSES, PERGOLAS, BASKETBALL HOOPS, TRELLISES, ETC.**

- A fee of \$25 made out to “Prime Community Management” (Please do NOT send cash)
- The Vendor’s quote with the Complete plans and Specifications including:
 - The Color
 - The Materials to be used
 - The Dimensions (Height and Length)
- A Certified Property Survey highlighted to indicate the area to be modified
- The Contractor’s contact information as well as copies of the Contractor’s:
 - Business license and/or Tax Collector’s Receipt
 - Commercial Liability Insurance
 - Workers’ Compensation Form or Letter of Exemption

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

- A fee of \$75 made out to “Prime Community Management” (Please do NOT send cash)
- A Certified Property Survey highlighted to indicate the area to be modified
- The Vendor’s quote specifying the Colors to be used and in which Areas
- The Contractor’s contact information as well as copies of the Contractor’s:
 - Business license and/or Tax Collector’s Receipt
 - Commercial Liability Insurance
 - Workers’ Compensation Form or Letter of Exemption

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

- **A picture of the Current Landscaping and/or Tree(s) must be provided with this application**
- A fee of \$25 made out to “Prime Community Management” (Please do NOT send cash)
- Pictures of the new Plants and/or Trees to be planted
- The Vendor’s quote OR a letter from you stating you will be doing the work yourself (if so)
- A Certified Property Survey highlighted to indicate the area to be modified
- The Contractor’s contact information as well as copies of the Contractor’s:
 - Business license and/or Tax Collector’s Receipt
 - Commercial Liability Insurance
 - Workers’ Compensation Form or Letter of Exemption

□ **HURRICANE SHUTTERS**

- A fee of \$25 made out to “Prime Community Management” (Please do NOT send cash)
- The Vendor’s quote with the Complete plans and Specifications including:
 - The Color

- The Materials to be used
- A Diagram showing the location of each Window and/or Door where the Shutters will be installed
- The Contractor's contact information as well as copies of the Contractor's:
 - Business license and/or Tax Collector's Receipt
 - Commercial Liability Insurance
 - Workers' Compensation Form or Letter of Exemption

SOLAR PANELS

- If the Solar Panels must go on the Front of your House, you will need to provide a Certified Engineer's report explaining why it is necessary**
- A fee of \$75 made out to "Prime Community Management" (Please do NOT send cash)
- The Vendor's quote with the Complete plans and Specifications including:
 - Where the Solar Panels will be installed on the Roof
- The Contractor's contact information as well as copies of the Contractor's:
 - Business license and/or Tax Collector's Receipt
 - Commercial Liability Insurance
 - Workers' Compensation Form or Letter of Exemption

PERMANENT GENERATORS

- A fee of \$75 made out to "Prime Community Management" (Please do NOT send cash)
- The Vendor's quote with the Complete plans and Specifications
- A Certified Property Survey highlighted to indicate where the Generator will be installed
- The Contractor's contact information as well as copies of the Contractor's:
 - Business license and/or Tax Collector's Receipt
 - Commercial Liability Insurance
 - Workers' Compensation Form or Letter of Exemption

ROOF REPLACEMENT/ EXTERIOR ADDITIONS

- A fee of \$75 made out to "Prime Community Management" (Please do NOT send cash)
- The Vendor's quote with the Complete plans and Specifications including:
 - The Color
 - The Materials to be used
 - The Dimensions (Height, Width and Length)
- A Certified Property Survey highlighted to indicate the area to be modified
- The Contractor's contact information as well as copies of the Contractor's:
 - Business license and/or Tax Collector's Receipt
 - Commercial Liability Insurance
 - Workers' Compensation Form or Letter of Exemption

DRIVEWAYS/WALKWAYS, PAVERS, OR ARTISTIC CONCRETE/STAMPED CONCRETE

- A fee of \$75 made out to "Prime Community Management" (Please do NOT send cash)
- The Vendor's quote with the Complete plans and Specifications including:
 - The Color
 - The Materials to be used
 - The Dimensions (Width and Length)
- A Certified Property Survey highlighted to indicate the area to be modified
- The Contractor's contact information as well as copies of the Contractor's:
 - Business license and/or Tax Collector's Receipt
 - Commercial Liability Insurance
 - Workers' Compensation Form or Letter of Exemption