

# Modification Requirement Checklist

Please review all requirements carefully and be sure all items listed have been provided with your submission

## AWNINGS

- Official survey marking location & setbacks
- Size, dimensions and sample of materials
- Sample photo showing type and color
- Current photo of the home front door/ garage door included
- Current color scheme of the home

## BASKET BALL HOOPS (PERMANENT)

- Official survey marking location & Setbacks
- Sample photo of basketball hoop
- Current photo of the home front door/ garage door included

## CAMERAS

- Official survey marking location
- Sample photo of the cameras along with specs

## CHICKEE HUTS, TIKI HUTS & GAZEBOS

- Official survey marking location, setbacks and size
- Sample photo showing style, color and size
- Current photo of the home front door/ garage door included

## HOUSE PAINTING

- Color scheme chosen as follows:
- Paint House SL (Scheme ) Body, Bands, Fascia

## DECKS, DOCKS & SEAWALLS

- Official survey marking location & Setbacks
- Current photo of the home front door/ garage door included
- Sample photo of material to be used
- Current color scheme of the home

## GUTTERS

- Official survey marking location of fascia gutters and downspouts
- Sample photo showing style, color and size
- Color of Fascia gutters & Color of downspouts
- Current color scheme of the home

\*Must show and confirm downspouts pointing away from neighbor

## LANDSCAPING, PALM TREES, SWALE TREES

- Official survey marking location & Setbacks off all plants/trees/palms
- Sample photo of plants/trees/palms to be planted with name(s)
- If a palm is being replaced confirm if this is part of (3) Grouping

\*Must show where current grouping of (3) palms are located on survey

## LANDSCAPING BODERS (Max height 12in)

- Official survey marking location and setbacks of borders
- Sample photo of borders, style, color and height (Max 12 inches)
- Current photo of the home front door/ garage door included

## SHUTTERS ( Only white or Ivory permitted)

- Official survey marking location and setbacks of borders
- Sample photo of shutters, showing style and color
- Current photo of the home front door/ garage door included

## ROOF REPLACEMENT/STAINING

- Sample photo of tile chosen SKU# / Color chosen (Color code)
- Current photo of the home front door/ garage door included

## DRIVEWAY, WALKWAYS, EXTENSIONS, PAINTING

- Official survey marking location, setbacks and radius (if applicable)
- Sample of materials to be used
- Current photo of the home front door/ garage door included
- Color chosen for the driveway / extension (CODE REQUIRED)
- Survey showing where grouping of three palms are located

## FENCING, HEDGING

- Official lot survey marking location & setbacks
- Setback from the neighbors front door (5ft minimum)
- Sample photo, must show gate, color, style & height
- Current photo of the home front door/ garage door included

## FOUNTAINS, SCULPTURES, FLAGS

- Official survey marking location & Setbacks
- Sample photo showing style size ect.

## FRONT DOOR, GARAGE DOOR

- Official survey marking location of the doors to be replaced
- Current photo of the home front door/ garage door included
- Sample photo of new door, showing style and color chosen
- Current color scheme
- Confirm color of new door and how garage/front door will match

\*New bronze doors must use SW7069 to match fascia & front/garage doors

## POOL (Separate modification required for decking)

- Official survey marking setbacks
- Pool plans with proposal
- Current photo of the home front door/ garage door included

## WINDOWS (All window frames must match)

- Official survey marking location of all windows to be installed
- Sample photo showing style, color and size
- Current photo of the home front door/ garage door included
- Proposal

## LIGHTING (May not be installed higher than 15ft)

- Official survey marking location
- Current photo of the home front door/ garage door included
- Sample photo of the lighting to be used, include lumens & color

## SOLAR PANELS/CHARGING STATIONS

- Official survey marking location of panels/station
- Current photo of the home front door/ garage door included
- Sample photo shows panel/station along with proposal

## FAUX WOOD (Front door and garage must both be faux wood)

- Official survey marking location of doors to be painted
- Current photo of the home front door/ garage door included
- Sample photo of faux wood color chosen
- Name of Silverlakes Approved vendor chosen

## PATIO, SCREEN ENCLOSURE, FLAT ROOFS, PERGOLA

- Official survey marking location & setbacks
- Size, dimensions, slope, insulation and sample of materials
- Sample photo showing type and color

\*IMPORTANT: ARE YOU SUBMITTING THIS APPLICATION DUE TO AN OPEN VIOLATION?  YES  NO

Name: \_\_\_\_\_ Account #: \_\_\_\_\_  
Property Address \_\_\_\_\_ Email \_\_\_\_\_  
Phone \_\_\_\_\_ Sub Community Name \_\_\_\_\_

\*IMPORTANT: PLEASE PROVIDE A **COMPLETE DESCRIPTION** OF THE WORK TO BE COMPLETED BELOW.

ENTER CURRENT COLOR SCHEME OF HOME HERE\_>

A copy of your lot survey with the location of the proposed modifications “drawn to scale” indicating all setbacks from the property lines in a clear and legible manner. All information must be submitted before the committee will review the request. Documents required for reviewing your Architectural Modification form (All documents must be submitted in PDF format)

1. A copy of your proposal, including specifications from the contractor scheduled to do the work.
2. If you are doing the work yourself, include a sketch or drawing of the modification.

**Prior to submitting the request, please review the architectural standards and guidelines to ensure that your request meets all requirements.**

**\*RESPONSES TO ALL REQUESTS WILL BE SENT BY MAIL WITHIN 45 DAYS FROM DATE OF SUBMITTAL\***

Submit this application along with your supporting document by visiting [www.PinesPropertyManagement.com](http://www.PinesPropertyManagement.com) and signing into your resident portal. If you are unable to sign into your resident portal please contact the management company by emailing [support@pinespropertymanagement.com](mailto:support@pinespropertymanagement.com) and requesting a password reset.

For assistance or questions please contact our support team. Visit our website and chat with a live agent during regular business hours.

#### **HOMEOWNER AFFIDAVIT**

**I have read & understand the Covenants and Restrictions of the Silverlakes Homeowner’s Association and agree to abide by them. I have received a copy of the Silverlakes Modification Guidelines and have read and understand the requirements for the modification (s) I am applying for. I understand that approval is based on the Association’s modification guidelines and will comply with the guidelines regardless of the marked modifications on the attached survey.**

**I understand and assume full responsibility for the costs, liability, repair, upkeep, maintenance and/or replacement of any modification for which I am applying, in addition to any damage or action that may result from the approval of this request.**

**I further agree to indemnify and hold harmless Silverlakes Homeowners Association from any liability arising from any acts performed by me and/or any vendors and/or contractors I hire in connection with the modification(s) applied for.**

**I agree that all vendors and/or contractors I hire to construct the modification(s) applied for shall be fully licensed, bonded, and insured. Any documentation demonstrating such shall be available for review by Silverlakes Homeowners Association at their request**

I understand, and, in return for approval, I agree to be responsible for the following:

An approval is only valid for ninety (90) days unless otherwise specified.

For all losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;

You must obtain any permits required from the city, County, governmental agencies, etc.

You must remove all debris (concrete, fill, etc.) from around your home and re-sod any areas that are destroyed.

You are responsible for any damage that may be caused to the sidewalk or roadway from heavy equipment.

You may not alter the drainage of your property or your neighbor’s property.

The final inspection and approval of the association board after construction is completed.

For any encroachment(s);

To comply with conditions of acceptance (if any); and

To complete the project according to Association’s guidelines. If the modification is not completed as approved, said approval can be revoked and the modification shall be removed by the owner at the owner’s expense.

No changes may be made in plans after approval without the prior written consent of the Association.

**WORK MAY NOT BE STARTED UNTIL APPROVAL LETTER IS RECEIVED.**

**WORK IS NOT ASSUMED COMPLETED UNTIL INSPECTED BY PROPERTY MANAGEMENT AND SIGNED FINAL CITY PERMITS ARE RECEIVED.**

I also understand that the Architectural review committee does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; for soil corrosion of un-compactable or unstable soil conditions; for mechanical, electrical or any other technical design requirements for the proposed construction, alteration or addition; or for performance, workmanship or quality of work of any contractor or of the completed alteration or description.

**I agree to abide by the decision of the Modifications Committee or Board of Directors. If the modification is not approved or does not comply, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorney’s fees.**

The undersigned owner affirms that he/she has read and fully understands the Modification Guidelines and governing documents for the Silverlakes Community Association and agree to conduct all modification in compliance with said guidelines. Homeowners Initials \_\_\_\_\_

Homeowners Signature \_\_\_\_\_ Date of signature \_\_\_\_\_

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.