

**ELW Cluster 4 Homeowners' Assn.
ARC Transmittal Form**

Instructions to Lot Owner:

- This form must be submitted **to the association's management company** to be time-and-date stamped. **DO NOT** submit this form to a board member as you will be deemed to not be following the correct process.
- This form must be submitted with a completed '**Request To Modify Property**' form.
- This form must be acknowledged (to you) as 'received' by the association's management company to be valid. If you have not received an acknowledgement, the application is **not considered 'submitted'**.

Management Information:

Management & Associates, 720 Brooker Creek Blvd. #206, Oldsmar FL 34677 attn: Peggy Semsey 813-433-2008 psemsey@mgmt-assoc.com

Received by: _____

Date rec'd: _____ Pages: _____

Required Documentation Checklist:

- Completed 'Request to Modify Property' form.
- Proof of Contractor's License
- Proof of Contractor's Insurance
- Drawing or diagram if applicable

Architectural Committee has 30 days to review per association documents

Architectural Control Committee action

- Approved subject to the following conditions: _____

- Disapproved for the following reason(s): _____

ACC Chairperson

Date

**ELW Cluster 4 Homeowners' Assn.
Request to Modify Property**

The undersigned requests permission to modify the property and submits the following information in support of the request. (You are required to attach a sketch or drawing of the proposed modification if applicable. You are encouraged to submit any additional information supporting the request.)

A brief description of the proposed modification: _____

Does the modification change the color or appearance of the property? _____

Does the request involve a structural change to the property? _____

Name and address of the person designing the proposed modification:

Contractor Name: _____

Contractor License: _____ (include insurance information)

Estimated Cost: _____

Estimated Start Date: _____ Completion Date: _____

Date submitted to Property Manager: _____

Owner's Name: _____ Phone number: _____

Unit # or address: _____

Owner signature: _____

Approval/Rejection Date: _____

If an association policy applies, owner's signed acknowledgement of same:

Attach a copy of the contractor's architectural drawing, license, insurance and submit to Management & Associates. The board only recognizes those requests coming to the board via M&A. Incomplete forms will be denied and must be resubmitted as a new request.

Form Revision date 9-14-2021