

# Audubon Landing

ASSOCIATION, INC.

## ALTERATION APPLICATION

OWNER'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

DESCRIBE IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED:

**Install \_\_\_\_\_ linear feet (fill in) of  concrete  pavers  plastic border with edging  plastic border without edging (check box that corresponds with selected curbing) curbing around my lanai. Edge of the curbing being set at \_\_\_\_\_ inches (fill in with 12-24) from the edge of the lanai. Curbing will meet prior HOA approved design/work standards.**

Contractor/Individual and phone number of who will perform the work:

\_\_\_\_\_  
\_\_\_\_\_

(IF MORE SPACE IS REQUIRED, PLEASE ATTACH TO THIS FORM. THANK YOU)

An application requesting approval for any alteration which occurs outside the exterior walls of the building, **MUST BE ACCOMPANIED BY A COPY OF YOUR LOT SURVEY WITH A SKETCH INDICATING LOCATION, SIZE, AND TYPE OF CONSTRUCTION, ALL APPLICABLE CONTRACTOR PROPOSALS, AND ANY OTHER PERTINENT INFORMATION AS MAY BE NECESSARY.**

If approval is granted, it is not to be construed to cover approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Architectural Control Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, their hires and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. IT IS UNDERSTOOD AND AGREED THAT AUDUBON LANDING ASSOCIATION AND THE MELROSE MANAGEMENT GROUP, ET AL, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS' ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

THIS APPLICATION WILL NOT BE REVIEWED FOR CONSIDERATION WITHOUT THE APPROPRIATE SIGNATURES.

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

ACTION TAKEN BY THE ASSOCIATION:

DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature for the  
Architectural Control Committee

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## **IMPORTANT INFORMATION FOR ALTERATION APPLICATIONS**

The accompanying application form must be completed and signed by all owners of the property. Please review the Declaration of Covenants, Conditions and Restrictions for a complete description of your responsibilities regarding Architectural Control Committee requirements and submittals.

You may return this application and accompanying documentation, if any, to The Melrose Management Partnership, 3527 Palm Harbor Blvd, Palm Harbor, Florida 34683, (727) 787-3461, fax (727) 787-3423.

The Architectural Control Committee will act upon your application at their discretion. When your application is acted upon, a properly executed copy will be returned to you. **The Architectural Control Committee has up to thirty (30) days after submission of your request to respond, please keep this in mind when applying for an alteration.**

**Under no circumstances is any alteration to begin without the proper approval of your Association.**

If you have any questions, please contact your property manager at the telephone number on this form.

THANK YOU IN ADVANCE FOR YOUR COOPERATION.

BOARD OF DIRECTORS