

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Alteration Application

Name: _____ Email: _____

Property Address: _____ Contact Phone: _____

- You will receive written notification of your committee's determination within 45 days of the Association's receipt of this application. **Status updates are not available from management at any time.**
- You must **submit two (2) complete copies** of application and all supporting documentation.
- If requesting approval for multiple alterations, each alteration must be submitted on a separate application.

PAINT using colors selected from Association's approved color palette, with garage door same as body or trim.

Body of Home	Color # _____	Color Name _____
Trim	Color # _____	Color Name _____
Accent/Front Door	Color # _____	Color Name _____

OR describe any other alteration **AND** provide **all required supporting documentation indicated below.**

*** **PLEASE NOTE:** Projects encroaching association property require refundable **\$500.00** security deposit. ***

The following supporting documentation must be included or this application will be rejected!

- Lot Survey indicating exactly where alteration will occur on the lot
- Contractor Specification Sheet (if contracted) or you must show types, styles, colors, size/dimensions of materials
- Picture, Photo, Manufacturer Brochure, Vendor Information and/or detailed description of materials to be used
- Any/All additional documentation or information as needed to fully describe the alteration
- Refundable security deposit of \$500.00 to HOA if improvements will encroach HOA property. **Deposit NOT required for improvements conducted fully within the boundaries of homeowner property.**

*** If your project does not meet the security deposit criteria - Please **INITIAL HERE:** _____

While the Association may grant approval for the requested alteration, the homeowner alone is responsible for seeking the required county/city permit(s). Some alterations require permit(s) from one or more county/city departments. The obligation to determine whether the requested improvement, alteration or addition complies with any applicable law, rule, regulation, code or ordinance is strictly the responsibility of the homeowner. Additionally, it is understood and agreed that the Association as well as McNeil Management Services, Inc. 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.

- I understand that the Association will contact me in writing regarding their approval or denial of this request.
- I agree not to commence any alteration(s) until I have received written approval from the Association.
- If an alteration I perform is found NOT to be in compliance with community standards, I will make the changes required to achieve compliance with community standards within thirty (30) days of written notification to do so.

HOMEOWNER SIGNATURE: _____ **REQUEST DATE:** _____

Please submit two copies of completed application and required supporting documentation to the following:

McNeil Management Services, Inc.
P.O. Box 6235, Brandon, FL 33508-6004
Phone: (813) 571-7100 Fax: (813) 689-2747
Email: management@mcneilmsi.com
Internet: www.mcneilmsi.com

FOR ASSOCIATION USE ONLY

APPROVED _____ DENIED _____ DATE REVIEWED: _____

STIPULATION(s) or REASON(s): _____

AUTHORIZED SIGNATURE(s): _____

IF NOT STARTED by _____ and COMPLETED by _____ APPROVAL IS NULL AND VOID