

BRENTWOOD HILLS

HOMEOWNERS ASSOCIATION, INC.

Alteration Application

Name: _____ Email: _____

Property Address: _____ Contact Phone: _____

-You must email this application and attach all supporting documents to management@mcneilmsi.com or fax to 813-689-2747 or present it to the BH Pool Office staff and they will email it.

-You will receive email notification of the ACC's determination within 45 days if you provide an email address, and written notification, mailed within 45 days.

IF REQUESTING APPROVAL FOR MULTIPLE ALTERATIONS, THEY MUST BE SUBMITTED ON SEPARATE APPLICATIONS

DESCRIPTION OF THE ALTERATION: _____

This line must not be left blank. (If applying for paint, write Paint. If applying for fence, write Fence)

PAINT: only use paint colors from the BH Color Selection Books (Fill in all blank lines, if you are not choosing that line, write None)

Paint Book	Body of Home	Color# _____	Color Name _____
Brand- _____	Trim	Color# _____	Color Name _____
Scheme# _____	Front Door	Color# _____	Color Name _____

The following supporting documentation must be included IF APPLICABLE or the application will be returned or denied.

- 1) Site plans showing the location of home and relationship to property lines and adjacent houses (lot survey showing lot lines, house, and the driveway.) This should have intended alterations drawn in showing their exact location.
- 2) Detailed drawings and plans of proposed changes. (A full set of architectural drawings must be included.)
- 3) Description of materials to include, but not limited to, such items as type of siding on dwelling and proposed structure, style of fence to be constructed, paint or stain colors, exterior lighting arrangements, etc., where applicable.
- 4) Paint colors listed by that brands Color Names and Color Numbers. Please include the paint brand and scheme number in the blanks.
- 5) Roofing materials listed by Manufacturer (brand), Style Name and Color Name and the complete roofing contract attached.
- 6) Landscape plans to include, but not limited to, size and type of trees, shrubbery, and plantings, as well as number to be planted.
- 7) Estimated start and completion dates.
- 8) If your alteration is to be performed by any contractor, you must include a copy of the complete contract. (Contract price not required, and may be crossed out.)

The HOA may grant approval for the requested alteration but the homeowner is solely responsible for seeking any city/county/state permits. The homeowner must determine whether the alteration complies with all applicable laws, rules, regulations, codes or ordinances. It is agreed that the HOA and Management Co are not required to take any action to repair, replace, or maintain any alteration or any structure on the property.

-Refundable security deposit of \$500 to the HOA is required if your improvement will disturb HOA property. If your project does not meet this security deposit criteria, and will not disturb HOA property, please initial here _____

-I agree not to commence any alteration(s) until I have received written approval from the ACC or my property may be required to be restored to its previous condition or to current guideline standards.

-I agree that if my alteration is not in compliance with current guidelines I will make changes required to achieve compliance with in thirty (30) days of written notification to do so.

-Homeowners Signature _____ Request Date _____

BRENTWOOD HILLS HOA c/o McNEIL Management Services, POBOX 6235 , Brandon FL 33508-2747. Phone: 813-571-7100

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