



REQUEST FOR MODIFICATION
FAIRWAYS @ PALM AIRE HOA ASSOCIATION, INC.

I/We _____, hereby request approval by the Board of Directors for the modification shown below in Unit _____.

General statement of what modification(s) is being made:

Upon approval of my request for this modification, I/we will assume all liability for any damage incurred as a result of this modification as well as any additional maintenance costs that may be incurred. I/We also agree to obtain and attach any permits, licenses, and liability/workmen's compensation insurance of contractor(s) that may be required by all governmental agencies for this modification. Please attach copies.

Please include the following information:

- Sketch, including the dimensions and materials of the proposed modification
- The location of the modification
- Color samples, if applicable
- Use additional sheets if necessary

Owner(s) Signatures(s) _____

The above request for modification to Unit _____ has been:

() APPROVED () APPROVED WITH THE FOLLOWING CHANGES

() DISAPPROVED

DATE: _____

 Name of Board Representative/Property Manager

 Signature of Board Representative/Property Manager



DST PROPERTY MANAGEMENT

DEPENDABLE SERVICE YOU CAN TRUST

2300 W. Sample Road #310, Pompano Beach, FL 33073

* Office: 954-933-2353 * www.dstpm.net

ARCHITECTURAL REQUEST FORM

January 19, 2004 – The following policy was adopted by the Board of Directors as it relates to Article 5.19: Architectural Control for Exterior Changes – *“Declaration of Covenants and Restrictions of the Fairways of Palm-Aire, Inc.”*

- a) Any owner desiring to install, place, or remove any building, fence, wall, patio area, pool, landscaping, or any other alteration, addition, improvement, or change of any kind or nature to any portion of the Common Areas, or unit, must first obtain approval from the Board of Directors.
- b) Schedule an appearance before the Board to submit the scope, cost, plans, sketches, and /or details of the work to be performed.
- c) Use a qualified and licensed contractor to perform the work.
- d) Submit a security deposit to the Association for 10% of the contracted price but in no case less than \$200.
- e) Upon completion of the work and final inspection by a Board appointed representative, deposit shall be refunded providing that there is no cost incurred by the Association to repair or replace any item for any reason to the exterior of the owner’s unit or Common Areas due to the work performed.
- f) Any work to be performed will take place on weekdays only during the hours of 8:00a.m.- 6:00p.m. and in no case be a nuisance to other unit owners.

The following items must be included in all Architectural Request packages submitted to DST Property Management before it will be forwarded to the Board for review.

- 1) Application
- 2) Copy of Contractor’s Business License
- 3) Copy of Contractor’s Certificate of Insurance (holder must be: (Association name), c/o DST Property Management, 2300 W. Sample Road #310, Pompano Beach FL 33073
- 4) Copy of Contractor’s Workman’s Comp or Exemption
- 5) Copy of Contractor’s Auto Insurance
- 6) Proposal/Scope of work to be done
- 7) Picture/Sketch of area being worked on, color and specification of material being installed
- 8) Best contact number for owner

Once all the information is completed, please email entire package to applications@dstpm.net.