

**WHISPERING OAKS PRESERVE HOMEOWNERS ASSOCIATION, INC.
ALTERATION APPLICATION**

OWNER'S NAME: _____ DATE: _____

ADDRESS: _____ BLOCK: _____ LOT: _____

PHONE: _____ EMAIL: _____

PLEASE DESCRIBE IN DETAIL THE TYPE OF PROPOSED ALTERATION, MATERIALS TO BE USED, ETC. IF MORE SPACE IS NEEDED, YOU MAY ATTACH ADDITIONAL PAGES TO THIS FORM.

All applications requesting approval for any alteration which occurs outside the exterior walls of the building **MUST BE ACCOMPANIED BY A COPY OF YOUR PLOT PLAN SHOWING SURVEYORS STAMP WITH THE ALTERATION DRAWN ON IT, SHOWING LOCATIONS, DISTANCES AND DIMENSIONS. INCLUDE A SKETCH INDICATING SIZES, HEIGHTS, MATERIALS, COLORS, TYPE OF CONSTRUCTION AND OTHER PERTINENT INFORMATION AS MAY BE NECESSARY. IF THIS INFORMATION IS NOT INCLUDED, YOUR REQUEST WILL BE RETURNED TO YOU.**

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 (ACC) shall have no liability or obligation to determine whether such improvement, alteration and/or addition comply with any applicable law, rule, regulation, code or ordinance. It is the owner's responsibility to ensure that they are in compliance 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 heirs and assigns thereto, hereby assume sole responsibility for the repair, maintenance and/or replacement of any such change, alteration or addition. IT IS UNDERSTOOD AND AGREED, THAT WHISPERING OAKS PRESERVE HOMEOWNERS ASSOCIATION, INC. IS NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, MAINTAIN AND/OR REPLACE ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND THEIR ASSIGNS ASSUMES ALL RESPONSIBILITIES FOR ANY CHANGE, ALTERATION OR ADDITION AND ITS FUTURE UPKEEP AND MAINTENANCE.

I agree not to begin the proposed alteration or any other property improvements requiring approval from the ACC until the ACC notifies me in writing of their approval and any conditions attached to the approval. I understand that all approvals automatically incorporate the conditions set forth in the Book of Standards for Community Living, current edition. I understand that the ACC has **up to forty-five days, from receipt of a complete application, including all required accompanying information,** to process, review and either approve or disapprove this **ALTERATION APPLICATION. If any change is made that has not been approved, the ACC has the right to require me to remove the improvement from my property.**

OWNER'S INITIALS _____ page 1 of 2

ALTERATION APPLICATIONS must be submitted for, **but are not limited to**, the following items:

Painting of structures, including houses, fence installations, swimming pools, spas, gas or fuel tanks whether above ground or buried, screen enclosures, satellite dishes, landscaping changes (such as adding planter/shrub beds or eliminating major portions of the landscaping. This does not include the planting or removal of annual bedding plants.), removal and/or installation of trees and any change, alteration or addition to the exterior of the dwelling, or other existing structure, or the addition of new structures to property.

PLEASE NOTE: WHEN IN DOUBT CALL YOUR COMMUNITY MANAGER FOR CLARIFICATION BEFORE STARTING ANY PROJECT ON THE EXTERIOR. THE ABOVE LIST IS JUST A SAMPLE AND NOT INTENDED TO INCLUDE EVERY POSSIBLE SCENARIO OR SITUATION.

AN ARCHITECTURAL APPLICATION FEE OF \$150 IS PAYABLE TO WHISPERING OAKS PRESERVE HOMEOWNERS ASSOCIATION FOR OWNERS WHO RECEIVE THEIR NOTICE OF APPROVAL PRIOR TO BEGINNING THEIR PROJECT, THE APPLICATION FEE WILL BE WAIVED. ALL OWNERS WHO BEGIN OR COMPLETE THEIR PROJECT PRIOR TO RECEIVING NOTICE OF APPROVAL WILL BE INVOICED FOR THE \$150 APPLICATION FEE. PLEASE DO NOT SUBMIT A CHECK WITH THE APPLICATION.

Signature of neighbors required if installing fence. This is a notification acknowledgement by neighbors and does not represent their approval.

Left side

Right side

Rear for back to back corner lots

DATE: _____ OWNER'S SIGNATURE: _____

DATE: _____ OWNER'S SIGNATURE: _____

ACTION TAKEN BY THE ASSOCIATION: DATE: _____

NOT APPROVED _____ REJECTED _____ APPROVED AS SUBMITTED _____

APPROVED WITH CONDITIONS (see below or attached)

Authorized Signature for the Architectural Review Committee

NOTE: Application approvals are valid for a period of six (6) months and a new Alteration Application must be submitted after that time has elapsed if the approved project has not commenced.

Return Completed Application to:

<https://portal.melrosecorporation.com/?c=WOPmanagement@melrose-support.com>.

3527 Palm Harbor Blvd - Palm Harbor, FL 34683 - Ph 727.787.3461