

ALTERATION APPLICATION
The Village at Bentley Park Homeowner's Association
Ameri-Tech Community Mngt., Inc.
24701 US Hwy 19 N #102 Clearwater, FL 33763

Homeowner's Name Printed Legibly: _____

Unit Address: _____
(one address per application-no exceptions)

Phone: _____ Email: _____

Proposed Alteration:

Describe the Alteration to be considered.

If the Alteration is being done by a vendor/contractor, please provide the required information:

Vendor Name: _____

Vendor Address/phone number: _____

License Number: _____

Certificate of Liability Insurance Info: _____

Anticipated start/end date of project: _____

Provide a dimensional site plan which includes measurements, diagram and location, materials to be used.

Please provide a copy of your property survey for exterior alterations.

Please refer to the HOA website architectural area for what your address requires for exterior paint colors, roofing, etc.

For Roof replacements: Refer to the HOA website architectural area for what your address requires. It is also recommended that you use a 3-dimensional shingle. **The website is specific for each address. A roofing sample must be provided. Contract must state the specific roof required for your address.** A copy of the contract is required. If your application is approved, the delivery date must be verified / inspected by the Board of Directors. Prior to installation, your roofer will require an approval letter from the property manager. Failure to adhere to the HOA roof requirements, installation of a non-approved roof, will require the homeowner to remove and replace the roof at their own cost.

Exterior Painting: Refer to the HOA website architectural area for what your address requires. Each address is listed and notes the correct paint color for body and trim of the villa. No substitutions. **Paint is to be obtained from Sherwin Williams at the Tarpon Springs store**

located on US 19 N. The application must contain a copy of the receipt showing the required purchase store for the paint and noting the color for your address. Failure to use the approved colors will require the homeowner to repaint using the approved colors at their own expense.

For Window replacements: The application must contain a copy of the contract showing the proposed window type(s) including grid requirements. Refer to the HOA website architectural area under DRC guidelines for helpful information. Window replacements must contain Grids (otherwise known as Grilles); must be the same style as the existing windows being either Single Hung or Double Hung and Same Size that currently exists; Sliding and Casement Windows are not allowed and must be either Bronze or White.

Alterations requiring permits: provide a copy of the permit with the application.

Per the Village at Bentley Park, HOA documents, Homeowners are not permitted to install anything on common area or community property.

By signing this form and upon approval you agree to adhere to the requirements of HOA documents and that your project will be completed without variation from the approved plan.

Homeowner Signature: _____

Printed Name: _____

Date: _____

.....

Board Approval: _____ **Date:** _____

Board Disapproval: _____ **Date:** _____

Signed by: _____

Printed Name: _____

Title: _____ **Date:** _____