

**Sea Palms Townhomes
Homeowners' Association, Inc.
Request for Exterior Addition or Modification**

Request From: _____ Date: _____
Local Address: _____ Acct. # _____ Phone: _____
Email Address: _____ Phone: _____

- - - DOCUMENT CHECKLIST - - -
(To be submitted at time of request if applicable.)

- Please check if immediate neighbor has same paint or roof color.
- Permit Specifications Building Plans
- Details Vendor Information Photos
- Attach Paint Color Swatch(es) from Approved Pallet
- Provide Roof Material Sample

Brief Description of alteration, improvement, addition, etc.

Contractor: _____

Address: _____

Certificate of Insurance: _____

Occupational License #: _____

- - - HOMEOWNER'S AFFIDAVIT - - -

I have read the Deed Restrictions and Policies of Sea Palms Townhomes Homeowners' Association, Inc., and agree to abide by same. No work will commence without the written approval of the Architectural Review Committee/Board of Directors. *Work must commence within thirty (30) days of approval unless otherwise indicated and approved.*

Signed: _____ Date: _____

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ARCHITECTURAL CONTROL COMMITTEE RECOMMENDATION

Approved Denied Date: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

Signature: _____ Print Name: _____

FOR THE BOARD OF DIRECTORS:

Signature: _____ Print Name: _____

PLEASE MAIL YOUR REQUEST TO:

Sea Palms Townhomes Homeowners' Association, Inc.
C/O MONARCH ASSOCIATION MANAGEMENT, INC.
500 Alternate 19 South - Palm Harbor, FL 34683
(727) 204-4766 – Sue@monarcham.com

Received: _____
To ARC: _____
Approved: _____
Denied: _____
Final Approval: _____