

Name \_\_\_\_\_ Address \_\_\_\_\_

**PEMBROKE SHORES COMMUNITY ASSOCIATION INC.**

**Architectural Modification Request Checklist**

Please complete the Architectural Modification Form and submit the required documents for the type of work being completed.

<b>TYPE OF WORK AND REQUIRED DOCUMENTS</b>	<b>YES/NO</b>
- <b>PAINTING</b>	
o Paint Scheme Color – from PS approved paint list	_____
o Vendors License	_____
o Vendor Insurance	_____
- <b>ROOF REPLACEMENT/WINDOWS/DOOR REPLACEMENT</b>	
o Pictures AND Specification of Material	_____
o Vendors License	_____
o Vendor Insurance	_____
o Copy of proposal for job to include:	
▪ Scope of work and drawing/diagram	_____
o Notice of Commencement	_____
o ONCE PERMIT IS RECEIVED – COPY OF THE PERMIT	_____
- <b>FENCE/POOL/HURRICANE SHUTTERS/SOLAR PANELS INSTALLATION/</b>	
- <b>DRIVEWAY &amp; PATIO MODIFICATION</b>	
o Picture AND Specification of Material	_____
o Vendor License	_____
o Vendor Insurance	_____
o Copy of Proposal for job to include:	
▪ Scope of work and drawing/diagram	_____
▪ Lot survey	_____
▪ Notice of Commencement	_____
▪ Notice of Acceptance (SHUTTERS ONLY)	_____
o ONCE PERMIT IS RECEIVED – COPY OF THE PERMIT	_____
- <b>TREE REMOVAL</b>	
o Vendor License	_____
o Vendor Insurance	_____
o Name and height of replacement tree. Visit <a href="http://ppines.com">ppines.com</a> for information	_____
o ONCE CITY PERMIT IS RECEIVED – COPY OF THE PERMIT	_____
- <b>OTHER</b>	
o COMPLETE THE “ARCHITECTURAL MODIFICATION REQUEST”	_____
o EMAIL THE COMPLETED FORM TO MANAGEMENT AT <u><a href="mailto:ADRIENNE.GOMES@FSRESIDENTIAL.COM">ADRIENNE.GOMES@FSRESIDENTIAL.COM</a></u> AND MANAGEMENT WILL GET BACK TO YOU WITH THE ASSOCIATION’S REQUIREMENTS.	

Note 1: If the Homeowner is performing the work on their own, please submit a written and signed letter detailing the description of the improvement and material to be used AND complete the “Architectural Modification Request”.

Note 2: SANDAL BAY Residents: Installation of Pools or Fences a \$500 security deposit is required, payable to: Pembroke Shores HOA.

Received By \_\_\_\_\_ Date \_\_\_\_\_