REQUEST FOR ALTERATION REVIEW
MISCELLANEOUS MODIFICATION
COPPERLEAF PROPERTY OWNERS ASSOCIATION, INC.

Please Complete The Following

Name: _________________________________________  Directions:  1. Fill in requested information
Address: _________________________________________  2. Attach required checks
Lot number: _______
Phone: Cell ____________ Other _____________
Email: ________________  3. Attach required certificates
  *Or drop under office door*
  
A. Brief Description: In the space below or on an attached page, give a description of the alteration,
  improvement, addition or other change you would like to make to the exterior of your home (to avoid
delays, be as specific as possible). Please include such details as dimensions, materials, color(s),
design, location and other pertinent data.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

B. Please attach the following items to this application:

___ Survey of lot showing the location of the improvement
___ Plans, elevations, or detailed sketches
___ Paint color chip (if required)
___ Copy of sub-contractor’s license
___ Copy of sub-contractor’s insurance certificate to include general liability and workers compensation
  with the Copperleaf POA listed as additional insured
___ If you are installing a fence, pool, room addition, concrete patio addition or any paver
  related modification such as a driveway or patio, or any major landscaping modification
  that requires the use of construction equipment that could result in damages to existing
  landscaping, irrigation systems, drainage slopes, sidewalks, curbs, or common areas, a
  $500.00 security deposit/inspection fee check must be included with your application.
  Make the check payable to Copperleaf POA. This check will be deposited in the Copperleaf
  POA deposit account.* Deposit refunds may take up to 45 days from the date requested
  by the homeowner.
___ Photos showing the area of the proposed improvement
___ If there are any trees shown in the photos of the proposed location of improvement(s) please specify
  below whether trees will be: incorporated into the design as-is, removed, or relocated (if relocated
  please specify new location)

_____________________________________________________________________

Rev March 26, 2019
I have read, understand, and agree to abide by the Covenants and Restrictions of the Association. In return for approval, I agree to be responsible for the following:

- All losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- Any encroachment(s);
- To comply with the conditions of acceptance (if any);
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and the modification shall be removed by the owner at the owner’s expense.
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yard) to carry storm water off the lot and to maintain positive drainage away from home. The Association and/or developer shall not be responsible for any effect that any proposed landscaping installation may have on drainage. The applicant shall be responsible for all associated costs.
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration. Modifications required are at the Homeowner’s expense.
- Any soil removed from a home for any modification, including but not limited to the installation of a pool, fence, patio, additional landscaping etc. must be transported and properly disposed of outside of the community. If soil is found to be improperly disposed of within the community, a portion of and or the complete damage deposit may be kept.
- Homeowner assumes maintenance responsibility for any new landscaping.
- The homeowner is responsible for ensuring that all areas affected by the project construction (i.e. landscaping, irrigation, common areas, etc.) are restored to their original condition. The homeowner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the homeowner is responsible for all costs necessary for the Copperleaf POA to properly restore the area.

I also understand that the Board of Directors and/or the Management Company does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; or for performance, workmanship, or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Board of Directors and/or the Management Company. If the modification is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys’ fees.

___________________________  ____________________________
Date                        Signature of Homeowner

Do Not Write Below this Line

_____ Approved by the Board of Directors and/or the Management Company

_____ Approved, subject to the following conditions:

_____ Deferred, due to the following missing information:

_____ Denied, not approved for the following reason:

_______________________________________________________________________________

_______________________________________________________________________________

By: ______________________   Date: ______________________
Signature of a Member of the Board of Directors and/or the Management Company
REQUEST FOR ALTERATION REVIEW

COPPERLEAF PROPERTY OWNERS ASSOCIATION, INC.

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Board of Directors and/or the Management Company reserves the right to ask for additional information.

Miscellaneous:

a. Shutters require description of type of shutters and color. (Brochure is helpful if available).
b. Satellite dishes require details regarding size, color, type and location where dish will be mounted. Dish must be mounted near or at rear of the home. Dishes will not be approved on the front of the home.
c. Gutters – details regarding the color and site plan showing location on home and location of downspouts.
d. Solar panels require detailed drawings and location sketches.
e. Generators require location drawn on the survey of the generator and fuel tank
f. Check with the Management Team if your item is not listed above for further instructions.

Note: Any Alteration renderings submitted to the Board of Directors and/or Management Company will not be returned to the applicant.

____________________________
OWNERS SIGNATURE
COPPERLEAF PROPERTY OWNERS ASSOCIATION, INC.

DISCLAIMER/RELEASE

The Copperleaf Property Owners Association, Inc. and/or the Management Company will not be held responsible for any landscaping or damage incurred by any homeowner’s vendors/contractors pertaining to any installations made to said property.

If requested a copy of the building permit will be provided to the Property Management Company prior to the installation or construction to said property. Also, if requested, a copy of a signed County Inspection Approval will be provided upon completion.

At any time, the Board of Directors and/or the Property Management Company may ask for same documents and has the right to demand that said installation and/or construction be removed immediately at owner’s expense if said modification is not what was approved by the Board of Directors or the Property Management Company.

____________________________  _______________________
Name (please print)                                      Signature

____________________________  _______________________
Address                                      Date

Lot ______________
ATTACHMENT A

(Required for fences, pools, patio extensions, room additions, major landscaping)

If you are installing a pool, room addition, concrete patio addition or any paver related modification such as a driveway or patio, or any major landscaping modification that requires the use of construction equipment that could result in damages to existing landscaping, irrigation systems, drainage slopes, sidewalks, curbs, or common areas, a $500.00 security deposit/inspection fee check must be included with your application. Make the check payable to Copperleaf POA. This check will be deposited in the Copperleaf POA deposit account.*

1. A check in the amount of $500.00 made payable to Copperleaf Property Owners’ Association, Inc. must be submitted with application.

2. Photos of the following areas:
   A. Front of home including sidewalk, driveway areas, and landscaping
   B. Both sides of home including all landscaping
   C. Rear of home including landscaping and areas that are being altered
   D. Lake Easement area and lake bank.

NOTE:

You must request in writing a refund of the security deposit after all work has been completed. You must submit multiple photos of the completed project showing that the full scope of the work is in 100% final condition. You may email your request to your site Management Team or you can drop it off at the Clubhouse.

The Security Deposit ($500.00) will be returned to you, by the Management Company, after the final inspection by the third party inspector following installation of approved addition. Note: it may take up to 45 business days for you to receive your refund check via US Mail.

____________________________________
HOMEOWNERS SIGNATURE