

**REQUEST FOR ALTERATION REVIEW
DRIVEWAY MODIFICATION
VERANDA GARDENS HOMEOWNERS ASSOCIATION, INC.**

Please Complete The Following

Name: _____

Address: _____

Lot number _____

Phone: Cell _____ Other _____

Email: _____

- Directions:
1. Fill in requested information
 2. Attach required checks
 3. Attach required certificates
 4. Sign required forms and **return to:**
Veranda Gardens HOA, Inc..
238 SE Veranda Gardens Blvd
Port St Lucie, FL 34984
(772) 224-8883
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 Veranda Gardens HOA listed as additional insured
- ____ **If your project requires a deposit, the security deposit check must be included with your application. Make the check payable to Veranda Gardens HOA. This check will be deposited in the Veranda Gardens HOA deposit account.**
- ____ 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)

Revised 01/2019

**VERANDA GARDENS HOMEOWNERS ASSOCIATION, INC.
HOMEOWNER'S AFFIDAVIT**

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.
- 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 Veranda Gardens HOA 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

By: _____ Date: _____
Signature of a Member of the Board of Directors and/or the Management Company

REQUEST FOR ALTERATION REVIEW

VERANDA GARDENS HOMEOWNERS 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.

Driveways/Concrete Patio Extensions:

- a. Survey indicating location of proposed installation drawn on survey.
- b. Type of materials (driveways must be brick pavers).
- c. Provide color and pattern information, preferably samples.
- d. *Items on attachment A required.*

OWNER'S SIGNATURE

VERANDA GARDENS HOMEOWNERS ASSOCIATION, INC.

DISCLAIMER/RELEASE

The Veranda Gardens Homeowners 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

DEPOSIT REQUIREMENT FOR DRIVEWAY MODIFICATIONS

1. A check in the amount of \$500.00 made payable to Veranda Gardens Homeowners 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

NOTE:

You must request in writing a refund of the security deposit after all work has been completed.

The Security Deposit will be returned to you, by the Management Company, after the final inspection following installation of approved addition. PLEASE NOTE that it can take up to forty days for you to receive your refund check via US Mail.

OWNER'S SIGNATURE

NOTICE FOR IRRIGATION CHANGES

If your alteration requires that your irrigation system be modified in any way, (ie. heads relocated, pipes moved, etc) you must do the following:

1. Contact your Community Manager and a work order will be opened with the irrigation vendor (Impact Landscape & Irrigation).
2. Impact will reach out to you directly to schedule an appointment to review the proposed changes and give an estimate of cost. **NOTE:** You are responsible for the cost of any changes that are required.

Capping or re-directing sprinklers should not affect property or easement area.

If irrigation is affected, the homeowner is responsible for repairs to damages in order to restore the proper functioning of the irrigation system.

If you fail to follow the above instructions, the original builders warranty will be void.