

**KINGS POINT MEMBER ASSOCIATION  
REQUEST FOR ALTERATIONS OR IMPROVEMENTS**

ASSOCIATION NAME: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_ UNIT NUMBER: \_\_\_\_\_

E-MAIL (limited in use for this request only): \_\_\_\_\_

PHONE: \_\_\_\_\_ ALT. OR CELL \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ESTIMATED COMPLETION DATE (not to exceed 90 days from request): \_\_\_\_\_

REQUEST (include attachments): \_\_\_\_\_

**INSTRUCTIONS**

1. **The executed contractor's proposal along with a sketch of the alteration MUST BE ATTACHED TO THIS FORM** detailing dimensions, materials, colors and distance from the foundation/exterior perimeter of the unit.
2. Alterations or improvements require **prior** written approval by your Board. Prior written consent of adjoining unit owners. **(Verify in your documents under Article XIV Maintenance and Alterations)**
3. Work may not begin until you receive written approval of the Board of Directors and signed Management's Review. Work must be completed within 90 days of approval. It is the unit owner's responsibility to notify the Board of Directors when work is completed.
4. **Unit Owner is responsible for obtaining current license and insurance information (prior to start of any work) for any vendor whose information is not currently on file with Management and included on the Kings Point Contractors List.** Home improvement centers (such as Lowe's or Home Depot) use subcontractors for installation. Please secure the subcontractors name, phone number and a contact name (if possible). A copy of the subcontractor's license and insurance must be secured prior to work beginning.
5. In limited circumstances your governing documents may require a vote of unit owners before changes can be made to the Limited Common Area or Common Area; i.e. approval of 75% or 100% of the total vote of the unit owners. **Signatures are not a substitute for a unit owner vote. Verify in your documents under Article XIV Maintenance and Alterations.** Please check with your CAM/Board of Directors for additional clarification.
6. FirstService Residential will email a copy of this Request for Alteration form to the Irrigation Entity (the Master Association) for the purpose of surveying the area for irrigation lines. The requestor of this form will be copied on the email that is sent. Irrigation modifications of any kind (including those required for pouring of a slab) are the sole responsibility of the unit owner, including obtaining approval and any costs associated with irrigation checks or modifications. Unit owner is responsible for providing any additional information or documentation to the Irrigation Entity if required. **Only the entity that maintains the irrigation system is authorized to approve and complete the irrigation line check. Unit owner is responsible for contacting the Irrigation Entity (the Master Association) and FirstService Residential upon completion of project to schedule reconnection of irrigation.** If a slab is poured without review of the irrigation system, the unit owner will be responsible for all expenses related to any irrigation line damage or future repairs should a line running under a slab break.
7. Minor Alterations such as planting of small plants, spot painting, etc. where unit owner lists themselves as contractor, is the sole responsibility of the unit owner and said unit owner assumes full responsibility and holds harmless any and all others any liabilities. Unit owner shall not tap into or modify the irrigation for their unit owner beds.
8. Unit owners may not install their own irrigation/watering system/lines using potable water.

**WORK IS NOT AUTHORIZED TO BEGIN PRIOR TO FULLY EXECUTED FORM BEING RETURNED TO UNIT OWNER**

By my/our signature below, I/we understand that the maintenance, repair and/or replacement of and insurance for any requested alteration, or improvement is my/our responsibility (even if damage is caused by a common element) in accordance with the Declaration of Condominium, Article XIV MAINTENANCE AND ALTERATIONS, and any amendments thereto or duly adopted rules of the Board of Directors and shall be binding upon the unit owner(s), his heirs, executors, administrators, successors, and assigns. Removal of a modification may be requested by the Board, at my/our expense, should the modification become a nuisance.

UNIT OWNER(S) SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

**LANDSCAPE/ ALTERATION or IMPROVEMENT DETAILS:**

1. Show location of landscape alteration or Improvement
2. Provide landscape alteration/bed area or improvement dimensions in feet
3. Attach any additional information and/or pictures

**Unit/Building**

Back
Front

*Signatures of those most affected by the change (i.e. roof-mate and neighbors):*

Signature

Address

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

**BOARD OF DIRECTORS ACTION**

Approved date: \_\_\_\_\_

Disapproved date: \_\_\_\_\_

BOARD SIGNATURES:

- |          |                           |
|----------|---------------------------|
| 1. _____ | Name/Title (Please Print) |
| 2. _____ | Name/Title (Please Print) |
| 3. _____ | Name/Title (Please Print) |

BOARD COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

**Please return completed form to: FirstService Residential – 1904 Clubhouse Drive, Sun City Center, FL 33573  
(813) 642-8990**

**MANAGEMENT REVIEW**

*Management reviews Alteration Requests for completeness and vendor adherence to license and insurance requirements. Management review does not supersede your Board's decision. Board Action or signatures are not a substitute for unit owner vote, if required. Management assumes no responsibility for alteration including vendor or materials.*

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Irrigation Line Check Requested: Date: \_\_\_\_\_ Irrigation Line Check Complete: Date: \_\_\_\_\_

Copy to Unit Owner: Date: \_\_\_\_\_ Copy to Board: Date: \_\_\_\_\_