

Glen Oaks Ridge Owners Association, Inc.

UNIT MODIFICATION REQUEST

Date Received: _____

Villa # _____ Address _____

Owner _____ Phone _____

DESCRIPTION OF PROPOSED IMPROVEMENT

- ☐ Replace front entrance door
- ☐ Replace rear entrance door
- ☐ Enclose front entrance, between villa entrance and laundry room, with screened enclosure
- ☐ Replace villa windows (in walls only, not lanai)
- ☐ Enclose, modify or replace lanai enclosure and/or windows
- ☐ Install or replace rain carrying system
- ☐ Install carport storage shelf
- ☐ OTHER – Describe in detail below

- All proposed improvements on this Unit Modification Request must have attached: applicable drawings, specifications, and supplier(s) to be used.
- If applicable, a Building Permit must be obtained from the City of Sarasota, prior to project initiation.
- Vendor(s) shall be licensed in Sarasota and properly insured (liability and worker's compensation), and installation must meet Florida and Sarasota Building Codes.
- No exterior exposed wood is allowed. It will be covered with white finished aluminum or metal, or be vinyl clad.
- Approved modifications must be completed within 6 months.

By my signature below, I certify that

- I have read the Unit Modification Policy;
- I will comply with all of the above applicable provisions;
- If I initiate unit modification before receiving Board Approval, or if the modification is not in compliance with the approved Unit Modification Request, I may be required to restore my unit to its original, non-modified condition.

Signature _____ Date Signed _____

If the plans meet the approved guidelines, the Architectural Review Committee will approve them, and the Buildings Director will sign their approval on the Unit Modification Request form. The Office Manager will then notify the owner to proceed and will file the approved form in the villa's master file.

ARCHITECTURAL REVIEW COMMITTEE FINDINGS: ☐ Approved ☐ Approved with Conditions
☐ Other

ARC COMMENTS: _____

BOARD ACTION: Date _____ ☐ Approved ☐ Denied

Signature/Title _____