

**ARCHITECTURAL MODIFICATION REQUEST FORM**

**Keystone Homeowners Assn.  
Submission of Plans to  
Architectural Control Committee**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phones(s) H: \_\_\_\_\_ W: \_\_\_\_\_ C: \_\_\_\_\_

Email: \_\_\_\_\_

Mail to: Ameri-Tech Property Management  
24701 US Hwy 19 N Suite 102  
Clearwater, FL 33763  
Email:  
lberry@ameritechmail.com

Fax: 727-723-1101

Date Submitted: \_\_\_\_\_ Date Received by ACC: \_\_\_\_\_

In accordance with the Declaration of Covenants, Restrictions, Easements and the Association's rules and regulations, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my lot:

\_\_\_\_\_  
\_\_\_\_\_

Please attach a detailed (to scale) drawing, blueprint or sample picture of your plan(s) and a copy of your property plat in duplicate.

Regarding painting exterior of home, please paint swatch on house prior to submitting the request. Failure to do so will delay your approval process.

Is this a change to a previous request?

If yes, approximate date of previous request: \_\_\_\_\_

I understand that under the Declaration and the rules and regulations, the Committee will act on this request and provide me with a written response of their decision within thirty (30) days.

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit Owners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.

- 6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
- 7. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, ordinances, regulations and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Keystone Homeowners Association, its Board of Directors, its agent and the committee have no responsibility with respect to such compliance and that the Board of Directors or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation or governmental requirement.
- 8. I understand that a decision by the Committee is not final and that the Board of Directors may reverse or modify a decision by the Committee upon the written application of any Owner made to the Board of Directors within ten (10) days after the Committee makes its decision.
- 9. The contractor is: \_\_\_\_\_ and is aware, or will be made aware, of the fact a sign may only be displayed during working hours.
- 10. If approved, the work would start within thirty days, on or about \_\_\_\_\_ and be completed by \_\_\_\_\_

Signature: \_\_\_\_\_

ACC:

\_\_\_\_ Approved \_\_\_\_\_ Date

\_\_\_\_ Not Approved \_\_\_\_\_ Date

Reason not approved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Architectural Control Committee:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_

Date completed as approved: \_\_\_\_\_

\_\_\_\_ Approved

\_\_\_\_ Not Approved as Submitted

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_