



BRITANNIA ESTATES HOMEOWNERS ASSOCIATION, INC.

HOMEOWNER'S REQUEST FOR APPROVAL OF ARCHITECTURAL MODIFICATION

This form must be completed BY HOMEOWNER and submitted when requesting ANY exterior change, including change of exterior color. UPLOAD via App Folio or send to Loyalty Management

BRITANNIA ESTATES HOMEOWNERS ASSOCIATION, INC. BOARD OF DIRECTORS

C/O: Loyalty Management Services Inc | 175 Fountainbleau Blvd, Suite 2-M5, Miami FL 33172 | britanniahoa@lpm-services.info

Date: _____ Account #: _____

Name of Owner(s): _____ Email: _____

Property Address: _____

Home Phone: _____ Work / Mobile Phone: _____

No work or modification shall commence in advance of written approval by the Association. Any advance work prior to written approval will need to be rectified at the owner's expense.

Project Type (please ONLY check one box – one form per requested change):

MUST BE DONE WITH CONTRACTOR:

- ☐ Pool
- ☐ Landscaping
- ☐ Fence – Only Britannia approved fence types allowed; please detail in description
- ☐ Driveway – Only Britannia approved driveway types/colors allowed; please detail in description
- ☐ Windows/Sliding Glass Doors – Must include colonial white grids
- ☐ New Front Door
- ☐ Garage Door – Only Britannia approved garage door types allowed; please detail in description
- ☐ Roof – Must be white flat tile ONLY
- ☐ Hurricane Shutters – All permanent hardware must be white
- ☐ Patio Pergola – Must attach to home structure & meet Miami Dade county standards/permits
- ☐ Awning – Only Britannia approved colors allowed; please indicate color in description
- ☐ Addition to home
- ☐ Other (Provide sample brochure)

CAN BE DONE WITH OR WITHOUT CONTRACTOR (IF WITHOUT CONTRACTOR, MUST SIGN & SUBMIT INDEMNITY FORM WITH REQUEST):

- ☐ Exterior Paint* - Only Britannia approved colors allowed; please indicate colors just below

*For exterior Paint ONLY:

Current Color: _____ Requested Color & Code: _____

NOTE: Trim should be EXTRA WHITE for all colors, except EXTRA WHITE, which ONLY allows PEWTER CAST (DARK GRAY) trim.

Adjacent Neighbors' Colors: 1) _____ 2) _____

Contractor Name & Phone #: _____

Project Description (include detailed overview of project and what you'd like to do):

Project Specs (include detailed overview of measurements, color, what design style you selected, etc):

Materials to be used (i.e. concrete pavers, concrete flat tile, vinyl fence, etc):

In order to process this application be sure you've gathered and are ready to upload the following items:

- ☐ Contractor proposal
- ☐ Contractor license
- ☐ Certificate of insurance
- ☐ Site plan on lot survey, including set back distance required (*if needed*)
- ☐ Drawings that show both a Plan View & an Elevation (*if needed; See Project Requirements*)
- ☐ Floor plans or diagrams (*if needed; see Project Requirements*)
- ☐ Pictures of desired outcome or sample brochure
- ☐ Any other pictures depending on project type (*see Project Requirements*)
- ☐ Signed Liability Waiver (*if painting without a contractor; can be found on App Folio*)

IMPORTANT NOTES:

- Insufficient and/or incomplete information will result in this application being returned to you for completion and will not be considered for approval until it has been re-submitted and deemed complete.
- If common area is damaged, Britannia Estates HOA may charge resident for all expenses incurred by the Association to repair or replace damage.
- Please advise all VENDORS that soliciting is not allowed at any time, and that soliciting can forfeit deposit, cause fines, or cause Vendor to not be allowed on property for future work. This statement must be included in Vendor' Contract submitted on the application.
- All permits required for work described here will be pulled by homeowner after approval is received by BEHA BOARD.
- All underground work must include all utilities to be marked before any digging begins. CALL 811 to schedule. Irrigation Contractor must mark or cap all lines before any digging begins. Contact designated landscape irrigation company and copy the Management.
- Landscaping irrigation contractor for the Association MUST be contacted BEFORE and AFTER any work requiring digging is done. Failure to do this will cause you to forfeit your deposit. Email must be sent to: britanniahoa@lpmservices.info
- Work MUST be completed within 6 months and picture must be uploaded upon completion of project.

ACKNOWLEDGEMENT OF APPLICANT:

I understand I must be the property owner to submit an application to the association for architectural change(s). I understand the application does not guarantee an approval, and that any approval must be received, in writing, prior to making the alterations requested in this application. I understand architectural approval is based upon the aesthetics of the proposed. I understand if I am digging, that my contractor must contact the appropriate utilities prior to digging. I understand I must follow all local building codes and setback requirements when making the change and that a building permit may be required. I understand I may not deviate from the plans submitted and that any variation will require re-application. I understand I may incur costs if damaged is caused to common area. **I understand work must be completed within six (6) months from date of approval.**

Signature of Property Owner: _____ **Date:** _____