

Ashley Oaks Villas Homeowners Association, Inc.

REQUEST FOR ARCHITECTURAL APPROVAL

Complete and submit this form **BEFORE** any work in your unit's **common or limited common area** starts. **Work should not start until APPROVAL is received, in writing.** The time of processing may depend on the action requested and/or the board of directors meeting schedule. **Mail to:**

Ashley Oaks Villas c/o Community Association Management by Stacia, Inc.
1800 2nd St. Suite 853
Sarasota, Florida 34236

THIS SECTION TO BE COMPLETED BY THE HOMEOWNER

NAME: *(Please Print)* _____ **UNIT #:** _____

ADDRESS: _____

PHONE (HOME) _____ **(WORK/CELL)** _____

DESCRIBE WORK TO BE DONE: *(i.e. lanai enclosure, blinds, window film or coverings; exterior decorations or attachments, etc.)*

SPECIFICATIONS: *Tell us where the work is to be done. Attach copy of a suitable drawing, picture or photo, showing the exact location and dimensions. Use additional sheet of paper if needed.*

MATERIALS: *State the principal materials to be used.* _____

COLOR SCHEME: *Tell us the color(s) you intend to use, to include a sample or color chip.:*

TIME OF COMPLETION: *After approval, how long will it take to complete the work?*

With my signature below, I state that the information above is correct. Also, that I am aware that if approved, I must conform to all local and state zoning and building regulations and law, and that I will obtain the necessary permits, copies of the contractor's license and current insurance and provide a copy to the association.

SIGNATURE OF REQUESTOR: _____ **Date:** _____

THIS SECTION TO BE COMPLETED BY ACC & BOARD

ACC RECOMMENDATION: Approve _____ Deny _____ Initials: _____

ACTION BY BOARD: APPROVED _____ DENIED: _____ DATE: _____

AUTHORIZED SIGNATURE: _____ **Printed Name:** _____

Remarks, Comments or Conditions: _____

THIS SECTION TO BE COMPLETED BY: CAMS BY STACIA ONLY

DATE RECEIVED BY N.A.H.: _____

DATE SENT TO ACC: _____

DATE H/O NOTIFIED OF ACTION: _____

Initials: _____

Fax: 941-870-8490 Phone: 941-315-8044
Email: office@cam-ss.com