

Fairway Oaks Condominium Association

Request for Modification Process and Application

REQUEST FOR LANDSCAPING, ARCHITECTURAL OR OTHER CHANGES

The objective of the Request for Modification Process is to protect the property within the Association. The Request for Modification (“RFM”) form is to be used for any changes being made to individual condominium unit exteriors, landscaping and/or other exterior changes.

The Board of Directors role in this process is to assure that modifications do not adversely impact building exteriors or exterior views, and to ensure that modifications meet certain standards designed to protect the common property of the Association. The Board of Directors must approve modifications to the common property and limited common property areas.

- External modifications to your unit may not be started until your RFM is approved. Owners will be notified by the property manager once the Board has acted on your RFM.
- The owner is responsible for any costs associated with review of plans regarding your RFM. The Board has continuing oversight of the modification project until it is completed.
- **RFM form is available for download on the last page of this document.** Please see the chart on the next page regarding documentation required based on the project contemplated.
- Both the owner and the owner’s contractor, if any, must sign the application. If there is not a contractor (DIY), please note that on the RFM.
- The owner needs to have the property “staked” for existing underground utility and cable locations, if applicable, at least 3 days prior to commencement of work.
- The owner is responsible for any damage to irrigation system heads and lines during construction or landscaping installation, as well as any costs of moving or altering irrigation system lines or heads if conflicts arise due to a change in the water pattern caused by the modification.
- The owner is responsible for the existing building grades and shall not change any drainage patterns. The owner must contact the management company to request the Association’s landscaping contractor to provide options for the irrigation system in the area of the modification, where applicable.

Submit your RFM and supporting documentation in *one* of the following ways:

1. E-mail your signed, completed RFM form + attachments to FWOmodifications@gmail.com; or,
2. Place your folded, signed, completed RFM form + attachments (paper copies) in the FWO document deposit box at the entrance to the community; or,
3. Mail your signed, completed RFM form + attachments to FWO Condominium Assn., c/o CAMS by Stacia, 1800 2nd St., Suite 853, Sarasota, FL 34236.

The Board of Directors will review your RFM, and may contact you with follow-up questions that may require additional information. ***The Board will act on your RFM within 30 days of submission of all requested information.*** If the Board approves your RFM, please adhere to the following considerations in completing your project:

- The owner is responsible for removal and off-site disposal of any discarded landscape material. Debris removal and cleanup should be completed within 2 days after completion of the project, unless an extension for extenuating circumstances is granted by the property manager. Association grounds may not be used as a disposal site.
- The owner is responsible for the adequacy of construction and landscape installation, quality of the work performed, and safety of work site during installation. The Association’s approval of the RFM and the completed project does *not* certify that the modification conforms to local municipal requirements and building codes (if applicable), that the contractor is properly licensed and adequately insured, that the construction or landscape installation complies with the specifications provided in the RFM submission, or that appropriate safety protocols were used.
- The approved RFM and supporting documentation will be retained in Association records.

Landscaping Changes:

Attach a drawing indicating type and exact location of flower(s), tree(s), shrub(s), or bush(es) to your RFM form. While there is no list of “approved” plants, owners should consider plants & bushes that are already present in FWO when considering landscaping choices. No invasive groundcovers, plants or trees are permitted.

Architectural Changes:

Please refer to the FWO “Building Architectural Guidelines,” found on the CAMS by Stacia (management company) website under “Communities,” then “Fairway Oaks,” before completing the RFM form.

Be sure to identify the contractor on your RFM form, and attach a copy of the State of Florida Contractor License, Certificate of Liability Insurance, building permits, and specifications for the project that include description of the services being provided, drawings, and the start/end project timeframe.

All RFM Submissions—What To Include:

The chart below identifies what’s required for different types of modification requests:

Type of Modification	RFM Form Required? Provide detailed description of proposed modification (location, materials, color, design, dimensions, etc.)	Additional Information Required with RFM Form (Include “scaled” dimension drawing showing location, materials & construction details, contractor name, FL contractor license copy, certificate of liability insurance copy, and necessary building permits.)
Lanai Enclosures: To enclose or replace existing lanai enclosures	Required	Required
Entrance Enclosures: To enclose or replace existing entrance	Required	Required
Garage Doors: To replace existing garage doors	Required	Required
Window Replacements: To add or replace windows	Required	Required
Hurricane Shutters: To add or replace hurricane shutters	Required	Required
Patio: To add a patio or replace existing patio	Required	Required (No building permit required)
Gutters: To add or replace gutters/downspouts front/side/back	Required	Required (No building permit required)
Entrance Doors: To replace existing entrance door	Required	Not Required
Storm Doors: To replace existing storm door, or add storm door	Required	Not Required
Exterior Light Fixtures: To replace existing light fixtures front/side/back	Required	Not Required
Mailbox &/or Mailbox Post: To replace the existing mailbox &/or mailbox post	Required	Not Required
Security Cameras: To add security cameras to the exterior of the building	Required	Not Required
Landscaping: Removal or Adding New Plantings	Required	Not Required

FWO Request for Modification

Date: _____

Unit #	Member Name (Owner)		
Current Mailing Address		City	Zip Code
Cell phone	Telephone	Email	
I/We are hereby requesting to make the following modification or addition checked below (Check all that apply): For the items below, please review & provide information in the "Detailed Description" & "Contractor" areas below. Lanai Enclosure <input type="checkbox"/> Entrance Enclosure <input type="checkbox"/> Garage Enclosure <input type="checkbox"/> Garage Door <input type="checkbox"/> Windows <input type="checkbox"/> Hurricane Shutters <input type="checkbox"/> Gutters <input type="checkbox"/> Patio <input type="checkbox"/>			
I/We are requesting to make the following modification or addition checked below (check all that apply): For the items below, please review & provide information in the "Detailed Description" area below. Entrance Doors <input type="checkbox"/> Exterior Lighting <input type="checkbox"/> Landscape <input type="checkbox"/> Mailbox Post or Mailbox <input type="checkbox"/> Other <input type="checkbox"/>			
Detailed description and specification of the proposed modification (Example: Type, Location, Materials, Color, Design, Dimensions, Plans, Survey, Pictures and other in information as may be pertinent to complete your request)			
Contractor Information (for those RFMs listed above that require contractor information): Please complete all the information below & attach required documentation.			
Contractor Name			
Contractor License #		Liability Co. Name and Policy #	
Cell phone	Telephone	Work phone	
Company Name			

By submitting this Application, I/we agree to the following terms and conditions as described in the RFM Process, including the following:

- I will not commence any work or modification until I've been notified that approval is granted. If work begins prior to being authorized, I will be contacted to halt the work.
- All contractors must be properly licensed and insured for liability. Proof of such is REQUIRED prior to beginning the modification work.
- Approvals granted are subject to the owner obtaining the necessary approvals/permits required from City and/or County Building and or Zoning Departments, prior to the commencement of work.
- Access to the work area for construction needs to be approved with the Property Manager prior to work beginning.
- The owner is ultimately responsible for any damages to any FWO common property, other property, and any personal injury resulting from the modification project, as well as any additional maintenance cost that may be incurred by the Association as a result of the modification project. The owner is responsible for any damages caused by negligence of his contractors. The Association has the irrevocable right to subrogate damages, expenses, attorney fees, and court costs to the Owner.
- During construction of any approved modification, all portions of the property shall be kept clean, neat and in an orderly condition at all times. Any debris, trash or mud resulting from the construction shall be promptly removed or remedied, as appropriate, from common property or limited common property on a daily basis.

Signature of Owner(s) _____ / _____ Date: _____

For Board of Directors/Property Manager Use Only:

Date Application Received by Associa (mail) or Secretary (Document Delivery Box @ FWO): _____