

**Pines of Delray West**  
**2700 SW 15<sup>th</sup> Street \* Delray Beach, FL 33445**  
**Phone: 561-276-6605 \* Fax: 561-276-8659**

DATE: 21 May 2020

TO: **BOARD OF ADMINSTRATORS**

FROM (OWNER OF UNIT): Maureen A. White

BUILDING #: 25 UNIT #: 101 TELEPHONE #: 617 851-0701

Dear Board of Administration Members:

Please consider this as my application for approval for the attached plans for the modification of my unit. The modification is for (please provide detailed description of requested work):

Hurricane Shutters for Kitchen and Den Windows

I/we understand that I/we accept all responsibility for the maintenance and care of this improvement, and that I will conform with all regulations as may be set forth in the Documents or the By-Laws of the Association. I/we further understand that all responsibility for the roof, the area where the roof may be altered to join existing roof, becomes my responsibility.

If I/we am requesting special landscaping, I/we will be solely responsible for the continuing up-keep of the landscaping, including maintaining the proper height of any trees. If I sell the unit, the new owners will be shown a copy of this form and will continue the responsibility for said alterations and/or modifications.

SIGNED THIS 21<sup>st</sup> DAY OF May, 2020

By: Maureen A. White  
Unit Owner

APPROVED BY:

DATE: \_\_\_\_\_

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## **ARCHITECTURAL CHANGE REQUEST**

The attached form must be filled out completely, and all information, diagrams, and estimates must be attached, along with copies of the contractor's licenses, proof of insurance and agreement that all debris (trash) will be removed from the property.

If you are requesting special landscaping, if approved, you will be responsible for the continuous up-keep of the landscaping. Failure to maintain any changes, additions that you make will be cause for the Association to remove the same and invoice you for the cost to do so.

Any interior changes do not require that you fill this form out; so long as there are no structural changes being made. If new flooring is being installed, you must have the approval of the Board of Administrators. If you live on the second floor, proper underlining material (sound proofing) MUST be used.

Construction may only be done between the hours of 9:00 AM and 5:00 PM, Monday thru Saturday. No work is allowed on Sunday. Please advise contractors that there is no parking on the grass and that they may only park in "Guest Parking".