

POINCIANA PLACE TOWN HOMES, INC.
 C/O Allied Property Management Group, Inc.
 1711 Worthington Rd Suite 103, West Palm Beach, Florida 33409

This form is to be used when requesting a modification, alteration or addition to the exterior of your home or property. Return this form to the management company at the above address or email to ppthboard@pptha.org.

Address:	Owner:	Date:
Home Phone:	Cell Phone	Email:

Townhome Address if Different from above: _____

I hereby request permission to make the following change(s) to my home:

Please provide details including the nature of changes, color samples, sketches and/or architectural drawings and location on the property of the changes requested. Include any other drawings or information you feel are necessary to best explain the changes you are requesting.

Please note: A drawing or diagram, listing the specifications to be used (including material and dimensions) **MUST** accompany this request to be considered by the Architectural Control *Committee*. *Make sure Licenses and worker's compensation and Insurance are attached along with the required Debris Deposit check in the amount of \$500.00.*

Contractor's Name:	
Contractor's Address:	
Contractor's Phone:	Contractor's Email:

Owner Signature:	Owner Signature:
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No work is to begin unless the Owners has received WRITTEN permission to proceed with the above requested change from the Architectural Control Committee, through the Management Company, Allied Property Management Group, Inc. If the modification is not completed to the approved specifications supplied, the Board can require that the modifications be *removed at the owner's expense. The owner is responsible for any repairs and all damages to the common property as a result of the work requested.* If all work is performed as approved without any damages to any common areas and all debris is removed, the Debris Deposit will be refunded in full.

If the modifications are not approved, or do not comply with all applicable building codes and the owner proceeds anyway, the owner will be subject to legal action by the Association to correct the situation, and the owner will bear the costs of reasonable attorney and any other costs and fees incurred by the Association.

ARCHITECTURAL CONTROL COMMITTEE (FOR COMMITTEE USE ONLY)

	THE ABOVE REQUEST HAS BEEN APPROVED		
	THE ABOVE REQUEST HAS BEEN APPROVED WITH THE FOLLOWING CONDITIONS		
	Debris Deposit Required		Debris Deposit Waived
	THE ABOVE REQUEST HAS BEEN DENIED FOR THE FOLLOWING REASONS		
	Committee Member Signature	Date Signed	