

Greenwich POA, Inc.
c/o Capital Realty Advisors, Inc.
600 Sandtree Drive, Suite 109, Palm Beach Gardens, FL 33403
(561) 624-5888 / Fax: (561) 624-5827

ARCHITECTURAL CHANGE REQUEST

NAME: _____

ADDRESS: _____

TELEPHONE #: _____ EMAIL ADDRESS: _____

I/we hereby make application to the Architectural Change Committee to make the following changes and/or additions: (describe briefly)

As the owner of the property identified above, I agree as follows:

- 1) No project may commence prior to approval.
- 2) Work will be performed by a licensed, insured contractor(s) where required by applicable Town and/or County Ordinance, **attach license and insurance to application.**
- 3) All applicable Town and County building codes shall be followed with no exception.
- 4) Any required permit(s) shall be obtained by the owner/contractor.
- 5) Greenwich POA shall be always "held harmless" for any incidents or damages arising during and/or after any project undertaken by me or on my behalf.
- 6) Any damages associated with the construction of my project to the common elements and/or private property of others shall be repaired at my expense and to the satisfaction of any affected party.
- 7) A refundable deposit maybe requested, with this application, for any type of construction work that will be performed. This is for any damage incurred (i.e. sprinkler system, sod). After inspection has been made, the deposit amount will be returned to the owner, deducting any damage costs.
- 8) Please attach a drawing of your modification/addition and sketch on survey.
- 9) Description must include dimensions, materials to be used, colors and any other information which would best describe your project.
- 10) Include "tear sheets" from manufacturers, where applicable.
- 11) I WILL ABIDE BY THE DECISION OF THE COMMITTEE OR THE DECISION OF THE BOARD OF DIRECTORS ACTING ON A TIMELY APPEAL AS OUTLINED IN THE GOVERNING DOCUMENTS

Date: _____

Owner's Signature

Date Approved: _____

Date Rejected: _____

Architectural Review Committee

8/16/2007