

**REQUEST FOR ALTERATION REVIEW  
MISCELLANEOUS/OTHER REQUEST  
VERANDA GARDENS HOMEOWNERS ASSOCIATION, INC.**

**Please Complete The Following**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Lot number \_\_\_\_\_

Phone: Cell \_\_\_\_\_ Other \_\_\_\_\_

Email: \_\_\_\_\_

- Directions:
1. Fill in requested information
  2. Attach required checks
  3. Attach required certificates
  4. Sign required forms and **return to:**  
**Veranda Gardens HOA, Inc.**  
**238 SE Veranda Gardens Blvd**  
**Port St Lucie, FL 34984**  
**(772) 224-8883**  
**\*Or drop under office door\***

A. **Brief Description:** In the space below or on an attached page, give a description of the alteration, improvement, addition or other change you would like to make to the exterior of your home (*to avoid delays, be as specific as possible*). Please include such details as dimensions, materials, color(s), design, location and other pertinent data.

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**B. Please attach the following items to this application:**

- \_\_\_ Survey of lot showing the location of the improvement
- \_\_\_ Plans, elevations, or detailed sketches
- \_\_\_ Paint color chip (if required)
- \_\_\_ Copy of sub-contractor's license
- \_\_\_ Copy of sub-contractor's insurance certificate to include general liability and workers compensation with the Veranda Gardens HOA listed as additional insured
- \_\_\_ **If your project requires a deposit, the security deposit check must be included with your application. Make the check payable to Veranda Gardens HOA. This check will be deposited in the Veranda Gardens HOA deposit account.**
- \_\_\_ Photos showing the area of the proposed improvement
- \_\_\_ If there are any trees shown in the photos of the proposed location of improvement(s) please specify below whether trees will be: incorporated into the design as-is, removed, or relocated (if relocated please specify new location)

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*Revised 01/2019*

**VERANDA GARDENS HOMEOWNERS ASSOCIATION, INC.  
HOMEOWNER'S AFFIDAVIT**

I have read, understand, and agree to abide by the Covenants and Restrictions of the Association. In return for approval, I agree to be responsible for the following:

- All losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- Any encroachment(s);
- To comply with the conditions of acceptance (if any);
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and the modification shall be removed by the owner at the owner's expense.
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yard) to carry storm water off the lot and to maintain positive drainage away from home. The Association and/or developer shall not be responsible for any effect that any proposed landscaping installation may have on drainage. The applicant shall be responsible for all associated costs.
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration. Modifications required are at the Homeowner's expense.
- Homeowner assumes maintenance responsibility for any new landscaping.
- **The homeowner is responsible for ensuring that all areas affected by the project construction (i.e. landscaping, irrigation, common areas, etc.) are restored to their original condition. The homeowner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the homeowner is responsible for all costs necessary for the Veranda Gardens HOA to properly restore the area.**

I also understand that the Board of Directors and/or the Management Company does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; or for performance, workmanship, or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Board of Directors and/or the Management Company. If the modification is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

<b>Date</b>	<b>Signature of Homeowner</b>
<b>Do Not Write Below this Line</b>	
_____	Approved by the Board of Directors and/or the Management Company
_____	Approved, subject to the following conditions:
_____	Deferred, due to the following missing information:
_____	Denied, not approved for the following

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of a Member of the Board of Directors and/or the Management Company

**REQUEST FOR ALTERATION REVIEW**

**VERANDA GARDENS HOMEOWNERS ASSOCIATION, INC.**

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Board of Directors and/or the Management Company reserves the right to ask for additional information.

**Other:**

- a. Shutters require description of type of shutters and color. (Brochure is helpful if available).
- b. Satellite dishes require details regarding size, color, type and location where dish will be mounted. Dish must be mounted near or at rear of the home. Dishes will not be approved on the front of the home.
- c. Gutters – details regarding the color and site plan showing location on home and location of downspouts.
- d. Solar panels require a complete set of plans and drawings.
- e. Generators and pool heaters require location of pad drawn on survey.

***Note: Any Alteration renderings submitted to the Board of Directors and/or Management Company will not be returned to the applicant.***

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OWNER'S SIGNATURE

# **VERANDA GARDENS HOMEOWNERS ASSOCIATION, INC.**

## **DISCLAIMER/RELEASE**

The Veranda Gardens Homeowners Association, Inc. and/or the Management Company will not be held responsible for any landscaping or damage incurred by any homeowner's vendors/contractors pertaining to any installations made to said property.

If requested a copy of the building permit will be provided to the Property Management Company prior to the installation or construction to said property. Also, if requested, a copy of a signed County Inspection Approval will be provided upon completion.

At any time, the Board of Directors and/or the Property Management Company may ask for same documents and has the right to demand that said installation and/or construction be removed immediately at owner's expense if said modification is not what was approved by the Board of Directors or the Property Management Company.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Lot \_\_\_\_\_

## ATTACHMENT A

### DEPOSIT REQUIREMENT FOR MISCELLANEOUS/OTHER REQUEST

1. As the miscellaneous/other application form encompasses a wide variety of possible projects, the Association requires that you submit a "base deposit" of \$500.00 payable to Veranda Gardens Homeowners Association, Inc. Should the project be of greater scope and require an additional deposit once reviewed by the Association, Management will notify you of the additional amount required.
2. Photos of the following areas:
  - A. Front of home including sidewalk, driveway areas, and landscaping
  - B. Both sides of home including all landscaping
  - C. Rear of home including landscaping and areas that are being altered
  - D. Lake Easement area and lake bank.

NOTE:

**You must request in writing a refund of the security deposit after all work has been completed.**

The Security Deposit will be returned to you, by the Management Company, after the final inspection following installation of approved addition. PLEASE NOTE that it can take up to forty days for you to receive your refund check via US Mail.

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OWNER'S SIGNATURE

## **NOTICE FOR IRRIGATION CHANGES**

If your alteration requires that your irrigation system be modified in any way, (ie. heads relocated, pipes moved, etc) you must do the following:

1. Contact your Community Manager and a work order will be opened with the irrigation vendor (Impact Landscape & Irrigation).
2. Impact will reach out to you directly to schedule an appointment to review the proposed changes and give an estimate of cost. **NOTE:** You are responsible for the cost of any changes that are required.

Capping or re-directing sprinklers should not affect property or easement area.

If irrigation is affected, the homeowner is responsible for repairs to damages in order to restore the proper functioning of the irrigation system.

If you fail to follow the above instructions, the original builders warranty will be void.