

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

edited:6/18/24

Lot: \_\_\_\_\_



**CHECKLIST – ROOF**

ALL items below must be included in this request packet in order for the request to be reviewed. Failure to provide the required information will result in a delay in the review of your request and/or your request being denied due to lack of information.

	<u>Owner Initials</u>	<u>Office initials</u>
Exterior Request Form	_____	_____
Signed Affidavit	_____	_____
Signed Design Standards	_____	_____
Photo Sample of Roofing Material	_____	_____

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**OFFICE USE ONLY**

Office has reviewed the Exterior Request and confirmed that it is in the proper form, all base required information is included, and it is ready to be reviewed by the Exterior Committee.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature of Office staff \_\_\_\_\_



### EXTERIOR REVIEW REQUEST

This request form is to be completed by the homeowner and submitted to the Exterior Review Committee for approval **BEFORE** any work commences. Please refer to your Declaration of Condominium and Rules and Regulations for information regarding Exterior Requests.

**OWNER INFORMATION**

Name: \_\_\_\_\_ Date of Request \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Property Address: \_\_\_\_\_ Lot # \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

*Print legibly in blue or black ink*

**CONTRACTOR INFORMATION**

Company: \_\_\_\_\_ FL License No. \_\_\_\_\_

If doing work yourself please mark this box

**SUMMARY OF REQUEST**

Type (circle applicable): *Painting/Siding, Landscaping design, Roof,*  
*Construction Addition Misc.*

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All applications must include detailed copies of plans, diagrams or pictures of materials to be used, paint/material color sample(s), landscape drawings showing changes or additions, etc. All requests must conform to all local zoning and building regulations and include all necessary permits.**

**Applications submitted without detailed specifications, as outlined in the checklist section of this request packet, will not be reviewed.**

**EXTERIOR COMMITTEE USE ONLY**

Approved  Denied Follow-up Required:  Yes  No

Exterior Committee Members 1. \_\_\_\_\_ 2. \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## DISCLAIMER AND RELEASE AFFIDAVIT

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

- All work must be completed within 120 days of the approval date. If an extension of time is needed, another request must be submitted prior to the expiration date;
- 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;
- All the work must conform with Tangerine Woods documents and Exterior Home & Yard policy rules. Failure to strictly comply will require work revisions at owner's expense;
- Work shall not begin until verbal or written approval is given;
- 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 damage. Failing that, the homeowner is responsible for all costs necessary for the COA to properly restore the area;
- Upon completion of the work, the owner must sign the Certification of Work Performed (found in this packet) and return the request to the Exterior Request counter in the Clubhouse.

I also understand that the Exterior Committee 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 for the completed alteration or description.

I agree to abide by the decision of the Exterior Committee. 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.

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature of the Owner: \_\_\_\_\_



## DESIGN STANDARDS – ROOF

Below is a summary of the approved Design Standards. This summary is not, and is not intended to be, a complete listing of all applicable standards relating to this Exterior Request. For a complete detail of Exterior Design Standards, please reference the Associations Governing Documents which is available on the Association's website.

- |                  |  |
|------------------|--|
| Roof:            | Must comply with all Sarasota County building codes. Vents may be installed provided that they do not exceed eight (8) inches in width or four (4) inches in height. |
| Materials:       | Asphalt shingles, Metal roof, & TPO white energy efficient roofing allowed.  |
| Colors / Styles: | You can check with the office for the colors allowed for the different types of roofing. Please double check the rules for the styles of Metal roofing allowed.      |

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I, the undersigned, do hereby state that I have read, understand, and agree to abide by the Association's Design Standards as summarized above and in the Governing Documents. I further understand that failure to comply with these standards will result in the denial and/or revocation of approval of my Exterior Request.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature of Owner: \_\_\_\_\_



LOT: \_\_\_\_\_

## CERTIFICATION OF WORK PERFORMED

Date: \_\_\_\_\_

I certify that the work described on the Exterior Request dated: \_\_\_\_\_  
regarding (circle applicable):

*Painting/Siding*

*Landscaping Design*

*Roof*

*Construction Addition*

*Misc.*

has been completed and totally conforms to the approved description.

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner's Signature: \_\_\_\_\_