



## **Brentwood Hills Homeowner's Association** **Construction, Modification or Improvement Application**

This application is required to insure that your planned change/improvement/repair conforms to the Brentwood Hills Homeowner's Association covenants and maintains the architectural harmony of the community.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Lot** \_\_\_\_\_ **Block** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Requested start date:** \_\_\_\_\_ **Est. Completion Date:** \_\_\_\_\_

**Please be advised that Article VI, Sections 2 of your HOA documents** set forth the procedures for Architectural Control Committee ("ACC") approval and allows the ACC, 30 calendar days to make a decision. Every effort will be made to consider your request in a timely manner. No changes are to be implemented or work started without written approval from the committee. If you chose to proceed with changes prior to approval and the committee subsequently disapproves your request, you will be required to return your property to its previous condition at your expense or make changes to come into compliance. If you have not received approval in writing after 45 days, or have any questions on the status of your request, contact the association's management company.

If approval is granted, it is not to be construed to cover approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The ACC shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance. All contractors must be licensed and insured.

### **Construction, Modification or Improvement:**

**(Each project must be submitted on a separate form with all documents attached)**

Check box: **\*Include with application (see below):**

- Addition, change or replacement of fencing 1,3,4,7
- Addition, change or replacement of walkway or driveway, 1,3,4,5,7
- Addition or change to patio or screen enclosure 1,3,4,5,7
- Addition or removal of trees or landscape changes 1,2,6,7,8
- Addition of pool & cage (if applicable) 1,3,4,7
- Exterior painting of the structure (Body, Trim & Door required) 5,7
- Mailbox replacement or painting 5,7,8
- Other, describe: \_\_\_\_\_

(Include any of the below items pertinent to a review)

### **\*Include these items with your application:**

1. Site plan showing location of existing structures, fence on adjoining properties & setbacks
2. Site plan showing location of existing trees & landscaping
3. Submit construction drawings showing proposed improvements or additions
4. Descriptions of materials to be used (must show fence style)
5. Include color chips for all colors to be used (Colors must be selected from color charts available)
6. Submit landscaping plan showing all proposed changes
7. Copy of contract showing contractor's name and phone number (contract price not required)
8. Provide picture or diagram of addition

### **Check below if applicable:**

\_\_\_\_As property owner, 1) I will do the work myself; 2) notify McNeil Management, Inc., upon completion; and 3) make the project available for inspection. All workmanship must be satisfactory to the committee.

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**Improvements across association property require a \$500 deposit** to be submitted with your application (adopted by the HOA Board on April 13, 1999). These funds will be used to return the property to same condition if you or your contractor is unable to do so or the association is not satisfied with the work. Once approved, work must remain as submitted; any change to the original application requires a resubmission. Work must be completed within 90 days of approval. If unable to complete the work within this time, an extension may be granted by submitting in writing to the ACC committee. By signing below, I agree to follow the above statements and not to begin property improvements until the ACC has notified me in writing of their approval.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Send completed signed form with all attachments & deposit to McNeil Management, Inc., c/o Brentwood Hills ACC, P.O. Box 6235, Brandon, FL 33508-6004 OR Fax it to McNeil at 813-689-2747 OR drop off at BH Pool & Tennis Club office. The ACC will respond within a 30-day period from the time received.

**Please see instructions, rules or conditions on: Mybhhoa.com (Architectural Control Tab) and NOTES under conditions below.**

**(Please see NOTES below--Do not write below this Line)**

ACC Reviewed: \_\_\_\_\_ **Disposition:** **Approved** \_\_\_\_\_ (See conditions below)  
(Date of Meeting)

**Declined** \_\_\_\_\_ **Pended:** \_\_\_\_\_

**Reason for decline or pended application and/or recommendations:**

**Conditions of approval:**

**Required: Deposit of \$500 (circle if applicable)**

**Conditions/Comments:** \_\_\_\_\_

**Note:** All approvals are subject to the plans submitted.

**All improvements or changes will be subject to inspection by the ACC.**

**Colors may not be changed or deviated from after approval without resubmission.**

**Houses of the same color cannot be next to each other.**

**Fence: Stringers must be on the inside; cannot exceed six feet in height.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Documents needed by committee to continue review process:**

Date Information Requested of Property Owner