

FOREST HILLS VILLAGE
HOME OWNERS ASSOCIATION, INC.

IMPORTANT INFORMATION FOR ALTERATION APPLICATION

The accompanying application form must be completed, and must be signed by all owners of the property. Please review the Declaration of Covenants, Conditions and Restrictions for a complete description of your responsibilities regarding Architectural Control requirements and submittals.

You may return the application and accompanying documentation, if any to University Properties, Inc., 7001 Temple Terrace Highway, Temple Terrace, FL 33637, (813) 980-1000, fax (813) 980-2233

The Architectural Control Committee will act upon your application at their next scheduled meeting.. When your application is acted upon, you will be notified by mail.

Under no circumstances is any alteration to begin without the proper approval of your Association.

If you have any questions, please contact your property manager at the telephone number on this form.

THANK YOU FOR YOUR COOPERATION

Board of Directors,
Forest Hills Village Homeowners Association, Inc.

UNIVERSITY PROPERTIES, INC.

7001 Temple Terrace Highway, Temple Terrace FL 33637
Office: (813) 980-1000 Fax: (813) 980-2233

FOREST HILLS VILLAGE
HOME OWNERS ASSOCIATION, INC.
ALTERATION APPLICATION

OWNERS NAME _____ DATE _____

ADDRESS _____ PHONE _____

DESCRIBE IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED. _____

(IF MORE SPACE IS REQUIRED, PLEASE ATTACH SEPARATE SHEET.)

An application requesting approval for any alteration which occurs outside the exterior walls of the building and therefore, requires approval of the Architectural Control Committee, **MUST BE ACCOMPANIED BY A SKETCH AND A COPY OF YOUR LOT SURVEY INDICATING LOCATION, SIZE AND TYPE OF CONSTRUCTION AND OTHER PERTINENT INFORMATION AS MAY BE NECESSARY.**

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 Architectural Committee shall have no liability or obligation to determine whether such improvement, alteration, and addition comply with any applicable law, rule, regulation code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration, or addition to an existing basic structure, the applicant, their hires and assigns thereto, hereby assumes sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. IT IS UNDERSTOOD AND AGREED THAT THE FOREST HILLS VILLAGE HOMEOWNERS ASSOCIATION, INC. AND UNIVERSITY PROPERTIES, INC. ET AL, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

DATE _____ OWNERS SIGNATURE _____

ACTION TAKEN: APPROVED _____ DISAPPROVED _____ DATE _____

AUTHORIZED SIGNATURE _____

UNIVERSITY PROPERTIES, INC.