

# ARCHITECTURAL REQUEST FORM

TO: Ramblewood Board of Directors

From \_\_\_\_\_ Unit# \_\_\_\_\_ Address \_\_\_\_\_

Contact phone: \_\_\_\_\_ Email \_\_\_\_\_

I hereby request approve by the board to make the following improvements to the property on Common Element or Limited Common Area. (No improvements may be permanent, must be removable)

Description/drawings and explanation of improvements:

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I am willing to accept the responsibility for the upkeep, maintenance or removal as deemed necessary to any of the above mentioned improvements or changes to or on the limited Common Elements or Common Elements.

I am will to be responsible to remove any installation that impedes the maintenance or replacement of Association property, i.e., screen in shelters, rooms or enclosures on decks or carports. I will be responsible for all costs associated with the removal and reinstallation of said structures. The Association is not responsible for replacing any structures that cannot be reinstalled due to design changes or deterioration of older structures.

I understand that if these improvements are not maintained to the expectations of the Ramblewood Acres Condominium Association, we will be required to remove and restore the property to the original condition. Failure to do so will result in the Association taking action with all costs reverting to the owner.

If the property should change ownership, the new owners will also be held responsible for the maintenance or removal of said improvements, and will be required to sign a statement agreeing to the same obligations, at the time of interview before Board approval for residency.

If the unit is under lease, the owner is required to attach an addendum to the lease requiring tenant to assume responsibility for maintaining improvements for the period of his lease. However, if the tenant does not maintain improvements, the owner is ultimately responsible for all costs to maintain the unit and all improvements approved by the Board of Directors.

Date \_\_\_\_\_ Signature \_\_\_\_\_

# RAMBLEWOOD ACRES CONDOMINIUM ASSOCIATION, INC.

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## CHECKLIST

Owner  
Initials

Manager  
Initials

**Please be sure to include the following items with your request:**

Architectural Request Form	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturers materials specifications, measurement sheets, cut sheets	<input type="checkbox"/>	<input type="checkbox"/>
Product brochures or photos	<input type="checkbox"/>	<input type="checkbox"/>
Installer information (name, address, contact info)	<input type="checkbox"/>	<input type="checkbox"/>
Installer Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Installer License	<input type="checkbox"/>	<input type="checkbox"/>
Drawings/diagrams of proposed change	<input type="checkbox"/>	<input type="checkbox"/>
Photos of area of proposed change	<input type="checkbox"/>	<input type="checkbox"/>

**ALL IMPROVEMENTS OR MODIFICATIONS MUST MEET CURRENT FLORIDA BUILDING CODES**

Please email your completed request packet to your Community Association Manager Gary Williams at [gwilliams@pcmfla.com](mailto:gwilliams@pcmfla.com). If you do not have access to email please mail hard copy to:

Gary Williams  
c/o Progressive Community Management  
3701 S. Osprey Ave.  
Sarasota, FL 34239

The Board will review your request at the next scheduled Board meeting.

APPROVED

NOT APPROVED

DATE:

\_\_\_\_\_

\_\_\_\_\_  
BOARD MEMBER SIGNATURE

\_\_\_\_\_  
BOARD MEMBER SIGNATURE

# RAMBLEWOOD ACRES CONDOMINIUM ASSOCIATION, INC.

## ARCHITECTURAL REQUEST

### INSTALLER/CONTRACTOR INFORMATION

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

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

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Website: \_\_\_\_\_