

Spanish Main Yacht Club, Inc.

Longboat Key, Florida

Modification Approval Request

This form must be submitted by the villa owner(s) and approved by the Maintenance Coordinator and the Board **before** any modifications may be started. This includes modifications to the seawall & docks. Modification is at Owners expense.

Insurance responsibility to cover any substantial addition, replacement or change to the original structure of the condominium villa is transferred from Spanish Main Yacht Club policy to the condominium villa owner.

Villa Owners Name (Printed) _____

Villa Address _____

Owners Email _____

Owners Phone Number _____

1) Description of proposed work **(Include specific plans or drawings, colors, materials, irrigation changes, new/additional landscape shrubs, types of landscape edging.) One request per form.**

2) Contractor (If used): _____ Contact Information _____

Work to Begin _____

Work to end _____

3) Reaction signatures are required from villa owners who can see the proposed change. The Board may waive this requirement for villa owner(s) that cannot be contacted in a reasonable time. Reactions will be carefully considered but are non-binding. Reaction signatures are not required when the request is specifically permitted by the SMYC By-laws or Rules and Regulations.

Signature of Affected Villa Owner(s)	Villa Address	Date	(Check One)	
			Agree	Disagree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4) Necessary permits must be obtained from Longboat Key Building Department.

5) All Materials must be obtained and work performed according to standards approved by the Board.

6) A certificate of adequate contractors insurance coverage must be submitted before work is started or on file in the Office.

7) It is understood that approval to perform the proposed work does not burden the Spanish Main Yacht Club, Inc., its officers, members or agents with liability of any nature. No responsibility is accepted regarding the legality of such actions and no damages resulting from the actions will be accepted by anyone other than the current or future villa owner(s).

8) All maintenance costs made necessary by the proposed work will be the responsibility of the current or future villa owner(s).

I/We, the owners of address _____ agree to comply with all the above conditions in this re

Villa Owners Signatures _____ Date _____

Date Modification request received by Office: _____

__OVER __

Comments: _____

Decision of Maintenance Coordinator

_____ Request Approved
_____ Request Approved with following conditions: _____

_____ Request Denied

_____ Maintenance Coordinator _____ Date

DECISION OF THE BOARD OF DIRECTORS

_____ Request Approved
_____ Request Approved subject to the following conditions: _____

_____ Request Denied
_____ Director _____ Date
_____ Director _____ Date

Villa Owner(s) notified of Boards decision _____ Date

Completed Project Inspection

_____ Project completed according to description plan submitted
_____ Other: _____

_____ Director _____ Date: _____