

Four Seasons Condominiums
200 St. Andrews Blvd. • Winter Park, FL 32792

REQUEST TO MAKE CHANGES TO UNIT EXTERIOR / INTERIOR

To: The Architectural Review Committee

From: _____

Unit No: _____ Telephone: _____ Hm: _____ Cell: _____

Describe the proposed changes in detail:
(Attach drawing and material samples if needed).

Name of proposed Contractor(s) or Vendor(s):

Signature of Unit Owner: _____

Please complete this triplicate form and return to office. This request will be presented to the Architectural Review Committee / Board.

The Architectural Review Committee will determine if the request and materials comply with the established guidelines.

The original copy indicating Committee action will be returned to the unit owner, yellow is for file, pink copy will be added to ARB folder.

If disapproved, the request may then be submitted by the unit owner to the Board of Directors during a meeting for further consideration.

Several improvements require a building permit from the City of Winter Park. A copy of this, contractor license and proof of contractor insurance must be sent to office prior to work begin.

NO WORK SHALL BEGIN PRIOR TO APPROVAL OF THE ARB AND NECESSARY PERMITS BEING OBTAINED

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Approved: _____ Disapproved: _____ Date: _____ Title: _____

Signature: _____

Reasons / additional request for information needed: _____

Four Seasons ARB (Architectural Review Board)

Application(s) require:

Four Seasons Condominiums falls within the EPA lead paint guidelines and required documentation under those guidelines should be submitted with the application for approval.

The following items must be included with your application in order to be forwarded for review and approval:

- 1) Outline of work being performed, such as replace hot water heater, remove pop corn ceiling texture, etc.
- 2) Contractor's and / or business name and phone number of who will be performing the work. If you are doing work yourself, please state so.
- 3) Include copies of your contractor's:
 - a. Certificate of coverage (liability insurance)
 - b. Occupational license
 - c. Workman's Comp insurance
 - d. EPA Certification and copy of lead test
 - e.
- 4) Copies of City of Winter Park permits – where needed
- 5) Include material specifications – for example door design and material, window details, size of a hot water heater, etc.
- 6) Underlayment samples are required for floor installations.
- 7) Second floor installations require a sound barrier – please provide a sample.

Notice:

- A. ALL CONSTRUCTION **DEBRIS MUST BE REMOVED OFF PROPERTY BY YOURSELF OR CONTRACTOR.**
- B. Approval, in accordance with the governing documents, may take up to 30 days once all necessary enclosures are submitted.
- C. Work may not start before approval is obtained.

Fax: 407-671-4191

Certificates may be sent in to:

email: fourseasons@csbonline.net

Thank you