

**COUNTRYSIDE KEY HOA**  
**Architectural Change Form**

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

From: \_\_\_\_\_  
(Homeowners Name) (Contact Telephone Number)

\_\_\_\_\_  
(Unit Number) (Email Address)

\_\_\_\_\_  
(Mailing Address if different than property )

This IS \_\_\_\_ IS NOT \_\_\_\_ a resubmission of a previous application.

I/We DO \_\_\_\_ DO NOT \_\_\_\_ have a copy of current Deed Restrictions.

I/We HAVE \_\_\_\_ HAVE NOT \_\_\_\_ read and understand the Declarations as they relate to this project.

I/We, the owner(s) of the above property, seek approval by the HOA Board of Directors to perform the following modifications:

Please submit Photographs Drawings / Layouts / Specifications of Alterations; any supporting documentation for the below:

- |   |   |
|---|---|
| <input type="checkbox"/> Gutters                    | <input type="checkbox"/> Windows  |
| <input type="checkbox"/> Exterior Door              | <input type="checkbox"/> Storm Shutters                                   |
| <input type="checkbox"/> Patio enclosures/houses    | <input type="checkbox"/> Satellite Dish                                   |
| <input type="checkbox"/> Patios on exterior of unit | <input type="checkbox"/> Other - Description of proposed modification(s). |
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If addition space is required use back of form.

I/We, the owner(s) of the above property understand the following items MUST be submitted with the application, and that failure to do so will result in an automatic denial until they are submitted to the Countryside Key HOA:

Photographs/ Drawings / Layouts / any supporting documentation and estimated completion time.

The undersigned property owner(s) of the above property hereby acknowledge and agree that the undersigned shall be solely responsible for understanding the City and County Rules, applicable laws, building codes and statutes. This includes without limitation: zoning ordinances, subdivision regulations, all Deed Restrictions and Covenants.

The Countryside Key HOA shall have no liability or obligation to determine whether the requested projects comply with any such laws, rules, regulations, codes or ordinances.

Please allow up to 30 days to receive a decision from the Board of Directors before proceeding with your project. Submit this request and any additional required documentation via hand delivery, or mail, (reason for this method is to ensure integrity of any color schemes)

The 30-day time period mentioned above will **not start until all required documentation supporting this request is received** .

SIGNATURE OF OWNER: \_\_\_\_\_

APPLICATION APPROVED     APPLICATION DENIED - REASON FOR DENIAL: \_\_\_\_\_

SIGNATURE OF BOARD MEMBER: \_\_\_\_\_