

**SPRING LAKE HOMEOWNERS ASSOCIATION  
ALTERATION APPROVAL FORM**

DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

HOME OWNER  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\*All required city, county, and state permits must be presented to the Architectural Control Chairman prior to the commencement of work. No Contractors yard signs allowed.

TO THE ARCHITECTURAL CONTROL COMMITTEE:

I / WE REQUEST APPROVAL IN ACCORDANCE WITH THE DOCUMENTS OF SPRING LAKE HOMEOWNERS ASSOCIATION, FOR THE FOLLOWING CHANGE TO THE ABOVE REFERENCED ADDRESS. PLAN AND SPECIFICATIONS OF SUCH CHANGE ATTACHED:

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ARCHITECTUAL CONTROL COMMITTEE:

RECOMMENDED \_\_\_\_\_

NOT RECOMMENDED \_\_\_\_\_

CONDITIONS OF OPINION: \_\_\_\_\_

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DATE: \_\_\_\_\_

ACC AUTHORIZED SIGNATURE

BOARD OF DIRECTORS:

APPROVED \_\_\_\_\_

NOT APPROVED \_\_\_\_\_

CONDITIONS OF OPINION: \_\_\_\_\_

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DATE: \_\_\_\_\_

TITLE / POSITION

SPRING LAKE HOMEOWNERS ASSOCIATION  
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Page 2

1. All alteration requests must be accompanied by two (2) complete sets of plans and specifications for the proposed construction, improvement, or landscape alteration in accordance with Article IX, Section 2.
2. Any alteration request must be mailed to the address listed below no later than the last Tuesday of the month, for consideration by the Architectural Control Committee of the following month. The 30-day period for the consideration shall apply from the second Tuesday of the month.
3. The decision of the Board of Directors shall be forwarded by mail to the homeowner within 30 days as per covenants, conditions and restrictions on Page 17, Article IX, Section 3.
4. No improvement, construction, or alteration may commence without the written decision as laid out in Article IX, Section 3. Should any work be started without the required approvals, such work shall be considered as a violation of the covenants, conditions, and restrictions and be turned over to the Board of Directors for enforcement which could include possible legal action.
5. In the event of a request being denied, the unit owner may exercise their rights of appeal, by resubmitting an alteration request to the Architectural Control Committee and the Board of Directors. The Board of Directors shall allow the unit owner to present their appeal as an agenda item at the next regularly scheduled Board meeting.
6. Alteration request may be obtained from:

SPRING LAKE OF CLEARWATER HOMEOWNERS ASSOCIATION

Ameri-Tech Property Management  
24701 US Hwy. 19 N., Suite 102  
Clearwater, FL 33763

Phone: 727-726-8000

Attn: Architectural Control Committee