

Briarwood Property Owners Association, Inc.

Alteration & Modification Request

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:
 (NOTE: This is a two page form. Both pages must be completed & submitted)

OWNER INFORMATION		
Name(s)		
Briarwood Address		
Phone #	Cell #	Other Phone #
Email Address		

MODIFICATION REQUEST TYPE

- Exterior Appearance (landscape, painting, with photos)
- Tree Removal (with photos)
- Structural Modification (Roof, Pool, Addition)
- Driveway (with photos)
- Other

VENDOR INFORMATION		
Name		
Address		
City	State	Zip
Phone #	Fax #	

DISCLAIMER AND SIGNATURE	
<ol style="list-style-type: none"> 1. Actual construction shall be performed by a fully insured licensed contractor. All applicable codes and regulations must be in compliance and all necessary permits will be obtained at my/our expense. 2. I/we have read all applicable sections of the Bylaws and I/we understand same. 3. All maintenance of this alteration/modification will be performed at my/our expense. 4. I/we understand that, should any legal regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense. 5. Any maintenance cost incurred by the Association, as a result of this variance, will be at my/our expense. 6. This alteration/modification is subject to all requirements of the Bylaws and other applicable regulations. 7. I/we understand that it is my/our responsibility to advise future assigns and of their responsibility for same. 8. All of the above information is truthful and accurate. 	
Signature _____	Date _____
Signature _____	Date _____

****NO WORK SHALL COMMENCE BEFORE RECEIVING BOARD APPROVAL****

Briarwood Property Owners Association, Inc. Alteration & Modification Request

REQUEST REQUIREMENTS

Please be aware that an incomplete request package will cause delays in processing. The following items must be included in order for Anchor Associates and the Board of Directors to proceed:

- _____ Completed Alteration & Modification Request form
- _____ Drawing and/or Vendor Brochure
- _____ Copy of Vendor's License
- _____ Copy of Vendor's Insurance
- _____ Permits Needed

Return this request to:

Briarwood Property Owners Association
c/o Anchor Associates, Inc.
2340 Stanford Court
Naples, Florida 34112
(239)649-6357 phone (239)649-7495 Fax
Assistants@AnchorManagers.com



Request Approval

_____ Approved
_____ Disapproved

Date _____
By _____
Board Officer or Director

DRAWING / PHOTOS ATTACHED:

If no drawings/photos are attached, please use the area provided on this page.

I/We hereby make this application to the Briarwood Property Owners Association for the above described item to be approved, in writing, by the Board of Directors.

I/We understand that approval of our request must be granted **BEFORE** I/we can have the job started. I/We also acknowledge that we could be forced to have the item removed if it is installed without approval. I/We acknowledge that if this request is granted "as presented" to the ARC Committee, the work must be completed as presented. Any changes are not approved and will not be accepted without the approval of the Board.

Signature of Applicant(s)

Date

Briarwood Property Owners Association, Inc.
Alteration & Modification Request

Please sketch your improvements as much to scale and location to existing structures on the property.

Briarwood Property Owners Association, Inc.

Alteration & Modification Request

ARCHITECTURAL REQUESTES/ALTERATIONS FEE SCHEDULE

Exterior painting requests	\$25
Major landscaping alterations/removal	\$25 1
Alteration/addition of plantings in existing beds	\$25
Addition of solar panels	\$25
Well installation/placement	\$25
Re-roofing/driveway replacement of paver bricks	\$25
Hurricane shutters/replacement of windows or doors	\$25
Gutter installation	\$25
Pool installation	\$25 1
Installation/alteration of any other building, structure or improvement	\$25 1

(1) Requires a detailed survey and a complete set of construction plans sealed by a design professional.

Please provide a Start and Completion Date for your project.

Estimated Start Date: _____

Estimated Completion Date: _____

OFFICE USE ONLY

The above request for modification to: _____ has been:

[] APPROVED [] DISAPPROVED [] APPROVED WITH THE FOLLOWING CHANGES:

DATE: _____

Comments:

Signed

Date

CURRENT - COLOR	BEHR COLOR CODE	PROPOSED COLOR	BEHR COLOR CODE
Ivory Lace	PPU7-15	<i>still available</i>	
Apple Core	PPU7-14	<i>still available</i>	
Wax Sculpture	PPU7-17	<i>still available</i>	
Ballet White	PPU3-4	<i>still available</i>	
Coastal Beige	PPU7-13	Ivory Mist	750C-1U
Delicate Lace	PPU5-11	<i>still available</i>	
Polished Pearl	PPU6-9	Cancun Sand	310E-1U
Straw Basket	UL160-6	Desert Camel	320F-4
Dried Plantain	UL150-6	Castle Stone	360E-2M
Bone	UL160-15	Oat Straw	740C-3
Pale Wheat	UL160-7	Riviera Sand	320E-3M
Crepe	PPU7-19	Clair de Lune	300E-3M
Basketry	PPU4-5	<i>still available</i>	
Toffee Bar	UL140-21	Smokey Topaz	260F-6
Riviera Clay	UL130-8	Butterscotch Amber	MQ2-4M
Teatime	PPU4-6	Milano	MQ2-12M
Raffia Ribbon	PPU7-20	Hayloft	MQ2-22M
Spice Cake	UL130-6	Key to the City	MQ2-3M
Egyptian Pyramid	PPU3-12	<i>still available</i>	
Kenya	PPU4-16	Peanut Butter	270F-4
Coco Rum	PPU4-2	<i>still available</i>	
Soft Chamois	PPU4-4	Stone Brown	250F-4
Almond Toast	300F-4	Wooden Swing	290F-5
Burnt Almond	280F-4	<i>still available</i>	
Castle Stone	3.60E+00	Sensible Hue	350E-3U
Crème Brulee	3.60E+01	Cottonseed	349E-2U
English Saddle	270F-7	Burnt Caramel	MQ2-10D
Fudge Truffle	270F-6	<i>still available</i>	
Honeysuckle White	330C-1	Vanilla Custard	W-D-220
Hummus	PPU6-11	Bavarian Cream	340E-3.
Lightweight Beige	330C-2	Cracked Wheat	320E-2.

