

The Champions' Club

OWNERS ASSOCIATION, INC.

ALTERATION APPLICATION

OWNER'S NAME: _____ DATE: _____

LOT NUMBER (MUST BE INCLUDED*): _____

PHONE: _____

ADDRESS: _____

DESCRIBE IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED:

(IF MORE SPACE IS REQUIRED, PLEASE ATTACH TO THIS FORM. THANK YOU)

An application requesting approval for any alteration which occurs outside the exterior walls of the building, **MUST BE ACCOMPANIED BY A COPY OF YOUR LOT SURVEY WITH A SKETCH INDICATING LOCATION, SIZE, AND TYPE OF CONSTRUCTION, ALL APPLICABLE CONTRACTOR PROPOSALS, AND ANY OTHER PERTINENT INFORMATION AS MAY BE NECESSARY. PHOTOS ARE ENCOURAGED FOR ALL CHANGES AND REQUIRED FOR TREE REMOVALS.**

- Lot Survey
- Pictures of location requesting to be altered
- Pictures of product replacements
- Product replacement brochure
- Detailed summary of work to be completed
- If tree removal, a certified Arborist (incl. license number) letter explaining reason for removal
- Paint Colors by name and sample swatch
- Landscape material list by gallon size, number to install, installation location(s)

*Lot numbers can be located on the property appraisers web site under "legal description" for your home(<http://appraiser.pascogov.com/search/>). If approval is granted, it is not to be construed to cover approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Design Review Board shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, their hires and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. IT IS UNDERSTOOD AND AGREED THAT THE CHAMPIONS' CLUB OWNERS ASSOCIATION, INC. AND MELROSE SOVEREIGN COMPANIES ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR

The Champions' Club

OWNERS ASSOCIATION, INC.

ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS' ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

DATE: _____ OWNER'S SIGNATURE: _____

IMPORTANT INFORMATION FOR ALTERATION APPLICATIONS

The accompanying application form must be completed, and must be signed by all owners of the property. Please review the Declaration of Covenants, Conditions and Restrictions for a complete description of your responsibilities regarding Design Review Board requirements and submittals.

Return this application and accompanying documentation to Champions' Club Design Review Board, P. O. Box 1608, Tarpon Springs, Florida 34688-1608. **All submissions must be by mail; no emails or faxes will be accepted. The Clubhouse cannot accept applications under any circumstances. Please do not leave an alteration application at the Clubhouse as it will be returned to you.**

The Design Review Board will act upon your application at their next scheduled meeting. When your application is acted upon, you will be sent a response.

The Design Review Board has up to fifteen (15) days after submission of your request to respond, please keep this in mind when applying for any alteration.

Under no circumstances is any alteration to begin without the proper approval of your Association.

Thank you for your cooperation.