

**POINCIANA MANOR
MODIFICATION APPLICATION FOR RESIDENT / SITE MANAGER APPROVAL**

The following projects require only Resident Manager Approval. Other projects require Board approval and other projects may require Owner approval. Check all that apply.

- Coolaroo® Desert Sun Shade
- Retractable Lanai Awning: Fabric must be Sand Color (Second Floor Only)
- Screen / Security Doors: Color must be Bronze, Brown or a Black Mesh Type
- Air Conditioning Unit:

Brand Name _____ BTU _____

Window unit _____ Portable unit _____ 'No-Drip' _____

I, _____, owner of unit _____ at AOA POINCIANA MANOR, am requesting permission from the **Site/Resident Manager** to do the following work in my unit. I have read the House Rules and will submit all required documentation and abide by all rules. Any deviation from the rules requires Board approval and a separate application must be made to the Board via the Managing Agent.

All work must be done in a professional manner and that work shall not start until 8:00 a.m. and that all work including clean up will be completed by 4:30 p.m. I understand that all construction related debris must be removed daily and not stored in the common areas or placed in the Association's dumpsters or trash chutes.

Furthermore, the modification must strictly conform to the Board's standards, currently contained in Part 8 of the House Rules, as amended from time to time. Any modification that does not conform to the Board's standards shall be altered or removed at the owner's expense.

The owner is solely responsible for the installation, maintenance, repair or replacement of the modification. The Association may repair or replace the owner's modification at the apartment owner's expense if after reasonable notice from the Board; the apartment owner has failed to do so.

The Association may require that the owner remove the modification at the owner's expense if it is necessary to maintain and repair the common elements.

The owner, their assigns, heirs, and successors, agrees to indemnify, defend and hold harmless the Association, its Board, Managing Agent, and Resident/Site Manager, as well as all owners of individual apartments at Poinciana Manor from any and all liability, loss or damage which may arise as a result of the modification. The application does not cover the Resident/Site Manager or other owners and also does not cover damages and loss that arises from the modification.

ANTICIPATED START AND COMPLETION DATES _____ / _____

Applicant (must be owner) _____ **Unit #** _____

Mailing Address _____ **Phone** (____) ____ - ____

Cell (____) ____ - ____ **Email** _____

OWNER SIGNATURE _____ **DATE** _____

**RESIDENT/SITE MANAGER
APPROVAL SIGNATURE** _____ **DATE** _____