

Highland Community Management

SCREEN ENCLOSURE ALTERATION APPLICATION

OWNER'S NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

EMAIL ADDRESS: _____ SUBDIVISION: _____

DESCRIBE IN DETAIL, TYPE OF POOL ALTERATION:

PLEASE INCLUDE THE FOLLOWING ITEMS ALONG WITH THIS APPLICATION:

- **A picture of the screen enclosure you will be installing to include the materials and color of the cage and screening**
- **A copy of the contractor's estimate to confirm the enclosure to be installed**
- **A sketch of the proposed installation to be done on a survey of your lot- if you will be screening in an existing patio/lanai, please include a picture of the existing area to be enclosed.**

**Any missing documents can delay the review of your application.*

(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 SHOULD BE ACCOMPANIED BY A SKETCH INDICATING LOCATION AND SIZE OF THE PROPOSED ALTERATION AND A COPY OF THE CONTRACTOR'S ESTIMATE (IF APPLICABLE) SHOWING THE COLORS, STYLE OF THE CHANGES AND MATERIALS TO BE USED.

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 Architectural Review Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

Homeowner Signature: _____ Date: _____

_____ Approved
_____ Approved with changes (see attached)
_____ Denied: see reasons

HOA Signature: _____ Date: _____

***Please return form by email: admin@hcmangement.org or by Fax: 863.619.7995**