

**Deluna Point Homeowners Association, Inc.**  
**ARCHITECTURAL COMMITTEE**  
**APPLICATION FOR ALTERATIONS**

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

APPLICANT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

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

Deluna Point Lot \_\_\_\_\_ Block \_\_\_\_\_ Address \_\_\_\_\_

**INSTRUCTIONS:**

1. Submit copies of any drawings and product specification sheets to be approved by the ARC.
2. Work shall not commence until application is approved.
3. Approved application shall not be altered.
4. It is recommended you hire a reputable contractor who can show you they have insurance.

CONTRACTOR NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CONTRACTOR LICENSE # \_\_\_\_\_

DESCRIBE ALTERATIONS IN DETAIL (attach additional sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPECTED START DATE: \_\_\_\_\_ EXPECTED FINISH DATE \_\_\_\_\_

SRIA/COUNTY PERMIT # *or* PERMIT APPLICATION # \_\_\_\_\_

DRAWING ATTACHED  YES  NO

PRODUCT SPEC SHEETS ATTACHED  YES  NO

**EXTERIOR COLORS AND MATERIALS ( )**---MUST HAVE COLOR CHART OR SAMPLES WITH MANUFACTURER NUMBER AND NAME

**FENCE ( )**---MUST HAVE SURVEY WITH FENCE DRAWN ON SURVEY IN DARK LINE WITH GATES INDICATED, MATERIALS, AND STYLE OF FENCE. (style of fence should be included) MAX. HEIGHT IS ??? WHITE COLOR ONLY

**LANDSCAPING ( )**---MUST HAVE COPY OF SURVEY OR PLANS WITH LANDSCAPING INDICATED WITH TYPE AND SIZE OF PLANTS AND/OR TREES

**BUILDING ADDITIONS ( )---MUST HAVE TWO COPIES OF SURVEY OR PLANS, ELEVATIONS, DIMENSIONS AND MATERIALS LIST**

**ROOFING ( )--- MUST SUBMIT TYPE OF MATERIAL AND COLOR SAMPLES**

By this request, the owner assumes full responsibility for applicable permits, installation, maintenance, replacement, costs of the above work, and adherence to Deluna Point Homeowners Association, Inc. standards & guidelines. We further agree to indemnify and hold harmless Deluna Point and association management for any claims arising out of this action.

\_\_\_\_\_  
Owner Signature(s)

\_\_\_\_\_  
Date

COMMENTS AND/OR ADDITIONAL INFORMATION: \_\_\_\_\_  
\_\_\_\_\_

**THE ARC DOES NOT HAVE A SET DAY OR TIME FOR MEETING SO PLEASE ALLOW AT LEAST 2-3 WEEKS FOR PROCESSING. YOU WILL BE NOTIFIED BY MAIL OR EMAIL. DO NOT BEGIN CONSTRUCTION OR CHANGES UNTIL YOU RECEIVE NOTIFICATION OF APPROVAL FROM THE ARCHITECTURAL COMMITTEE. ONCE APPROVAL IS RECEIVED, ANY CHANGES MUST FIRST BE APPROVED BY THE ARCH. COMMITTEE.**

**Submit form by email, fax, or deliver to Professional Association Managers, LLC  
657 E. Romana St., Pensacola, FL 32502  
Email: susan@professionalassociationmanagers.com  
Phone: 850-434-7633, Fax 1-877-669-1404**

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**Architectural Committee Use Only:**    APPROVED    DENIED

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_