Mandalay Homeowners Association, Inc.
c/o Sunstate Association Management Group, Inc.
P.O. Box 18809, Sarasota, FL 34276
P: 941-870-4920 | Fax: 941-870-9652
Email: allapplications@sunstatemanagement.com

ARCHITECTURAL REVIEW REQUEST FOR MODIFICATION

***Certain projects may require a refundable $2000 security deposit, for example roof repairs/replacement, driveway repair/ replacement, pool repair/install, deck repair/install. This check will be cashed and funds will be held until work has been verified and no damages reported. If requested by ARC Committee, please make check payable to Mandalay Homeowner's Association and mail to PO Box 18809, Sarasota,FL, 34276.**

DATE_____

Homeowner Name: _____

Address: _____

Scope of Work: _____
_____
_____
_____

Company Performing Work: _____

Company Phone: _____ Contractor_____ License Number: _____

Contact Person: _____ Phone: _____

I, _____ and/or my representative hereby request approval to perform exterior work at the address listed above under the scope of work that was detailed.

Upon approval of my request for this modification, I/We will assume all liability for any damage incurred as a result of this modification as well as any additional maintenance costs that may be incurred. I also agree to obtain any permits that may be required by all governmental agencies for this modification. I/ We understand that no work is to be started before 8:00am and pictures of before work began and after work is completed are to be supplied to the board.

Attached please find the following additional information:

- A sketch, including dimensions, of the proposed modifications.
- The location of the modification on my property and materials to be used.
- Color samples provided to board, if applicable
- Roof report from roofer, including aerial view of roof, diagram, pitch & direct measurement, summary
- Certificate of Insurance from contractor
- Brochure of product to be used indicating specifically which product Use additional sheets if necessary.

This addendum to the ARC request form provides the mandatory, without exception, guidelines to ensure the Mandalay streets and surrounding infrastructure remain undamaged, during the delivery, unloading or loading of roofing or any other likewise heavy materials, as well as the operation of heavy equipment in our Common Areas. It must be signed by your Contractor or yourself if you are your own Contractor.

Contractor, Unloading and Loading Procedures within the Mandalay Community

- **Ramps**: When unloading materials or heavy equipment from trailers, plywood, mats, or rubber padding must be on the street surface under the ramps to distribute the weight and protect the road from any sharp edges or pressure that could damage the pavement.
- **Soft or Hard Surface Mats for Tires**: If heavy equipment (like cranes or large forklifts) needs to be driven off trailers onto the street, place thick rubber or plywood mats down for the equipment to drive over. This reduces wear on the asphalt and prevents heavy tire tracks or ruts.
- **Setting Pallets on the Street**: When it is necessary to unload materials onto the street, the materials shall be set down on plywood or equivalent protective material. No material shall be set on the street without it.
- **Monitor Equipment Load**: Ensure that the heavy equipment is not overloaded or exerting excessive weight on any single area of the street, in order to reduce the chances of road damage.
- **Required Contractor Deposit**: A Contractor damage deposit of $2,000.00 is mandatory, prior to any deliveries of roofing or likewise heavy materials. If you, the Homeowner, are acting as your own Contractor, then you are responsible for the deposit. The deposit is to ensure that every effort is made to protect the gates, streets, curbs and any other common area structures within the Mandalay Community. If paying the deposit by check, the Contractor is to make the check out to Mandalay Homeowners Association. Likewise, if your Contractor refuses to to provide the required damage deposit, and you wish to use that particular Contractor, then you, the Homeowner, are responsible for the damage deposit. **NO ARC REQUEST WILL BE APPROVED WITHOUT THE DAMAGE DEPOSIT.**

(The project must be completed within 90 days.)

Owner(s) Signature(s): _____ Date_____

Contractor Signature: _____ Date _____

The above request for modification to Lot#_____ has been:

( ) APPROVED ( ) APPROVED WITH THE FOLOWING CHANGES ( ) DISAPPROVED ( ) $2000 Refundable Security Deposit Required

DATE: _____ CHAIRPERSON ARC: _____

DATE: _____ BOARD OF DIRECTORS: _____

(The project must be completed within 90 days.)