

**Highland Lakes Model Condominium Association, Inc.
Request for Interior and Exterior Addition or Modification**

Request From: _____ **Date:** _____

Local Address: _____ **Acct. #** _____ **Phone:** _____

Other Address: _____ **Cell Phone:** _____

- - - DOCUMENT CHECKLIST - - -
(To be submitted at time of request)

- | | | |
|----------------------------------|---|---|
| <input type="checkbox"/> Permit | <input type="checkbox"/> Specifications | <input type="checkbox"/> Building Plans |
| <input type="checkbox"/> Details | <input type="checkbox"/> Vendor Information | <input type="checkbox"/> Photos |

Brief Description of alteration, improvement, addition, etc. Please indicate on cite plan if applicable.

Contractor: _____

Address: _____

Certificate of Insurance: _____

Occupational License #: _____

- - - HOMEOWNER'S AFFIDAVIT - - -

I have read the Deed Restrictions and Policies of Highland lakes Model Condominium Association, Inc., and agree to abide by same. No work will commence without the written approval of the Architectural Review Committee/Board of Directors. *Work must commence within thirty (30) days of approval unless otherwise indicated and approved.*

Signed: _____ **Date:** _____

ARCHITECTURAL CONTROL COMMITTEE RECOMMENDATION

Approved Denied **Date:** _____

Signature: _____ **Print Name:** _____

Signature: _____ **Print Name:** _____

Signature: _____ **Print Name:** _____

FOR THE BOARD OF DIRECTORS:

Signature: _____ **Print Name:** _____

PLEASE MAIL YOUR REQUEST TO:

**Highland Lakes Model Condominium Association, Inc.
C/O MONARCH ASSOCIATION MANAGEMENT, INC.
500 Alternate 19 South - Palm Harbor, FL 34683
Call (727) 204-4766 Email: Cindy@monarcham.com**

Received: _____
To ARC: _____
Approved: _____
Denied: _____
Final Approval: _____