

Del Rio Village Townhouse



7732 Balboa Street, Sunrise FL 33351
Tel: (954)742-6744 | Fax: (954)742-6743
Email: office@delriovillagetownhousehoa.com

Del Rio Village Homeowners Association

Architectural Modification Request Form (Property Change Form)

Date: _____ Unit #: _____

Name of Owner: _____

Date Work is to be started: _____

Check the Modification being requested:

Paint: _____

Landscape: _____ (not on association property)

Fence: _____ (Front) (Back) _____

Roof: _____ (shingle) (Tile) _____

Solar Panels: _____ roof only

Front Doors or (any): _____

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Provide a written description of the work to be done to the unit:

The following items are required and must be included in this application (where applicable):

- Copy of contractor license, liability insurance certificate naming Del Rio Village as the additional insured, along with Workman's compensation certificate
- Construction details or shop drawings (if applicable)
- Materials and finish specifications (what will be used and what color?)
- On any outdoor work, we need photos from a minimum of 3 angles
- Provide the color of shingle, roof tile, or door to be changed.
- Copy of the City of Sunrise permit or permit application (if applicable)
- Approximate Completion date of the project: _____
(good for 120 days)

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I/We hereby make this application to the Del Rio administrative office and the Board of Directors for the above-described items to be reviewed and/or approved by the Board of Directors. We further understand that past due maintenance dues must be up to date to qualify for approval.

I/We understand that the approval of our request must be granted before we can start the project. I/We also acknowledge that if we begin this project before official approval, we can legally force the homeowner to remove any items that may be installed. I/We also understand that a permit (if required by the City of Sunrise, FL) must be obtained prior to the commencement of any project and must be displayed on the front door of the unit at the time of commencement.

Please remember that any outdoor work may only start on weekdays at or after 8:00 AM.

X _____

Official owner of the unit at Del Rio Village Townhouse Homeowners Association.

X _____

Board Member of Del Rio Village Townhouse HOA

Submit this complete application in person at 7732 Balboa Street, Sunrise, FL 33351, or by e-mail to office@delriovillagetownhousehoa.com (allow 1 to 2 weeks for review and/or approval).