

# LAKWOOD RIDGE

## HOME IMPROVEMENT STANDARDS

The Board of Directors would like everyone that resides in Lakewood Ridge to have a clean understanding of the process when making any changes to the outside of your home.

The First Step is to submit an Architectural Change Form to have your project approved. A copy is included with this communication for your reference.

A big undertaking is replacing your roof. Below is important information to help you through this process.

### ROOFING STARDARD

**Dimensional, 30-year, asphalt shingle similar to:**

**Timberline – Hickory**

**Owens Corning – Brown Wood**

**Tamko – Rustic Hickory**

It is understood that shingle color and product availability vary even within a specific manufacturing process and that colors are retired or replaced. Best efforts must be used to match as nearly as possible the standard color. In order to maintain aesthetic conformity within the community, protect your investment, and keep property values up within the community, you must provide shingle color and picture prior to beginning a reroof or you risk incurring the cost of having to replace your roof due to noncompliance.

6 inch white aluminum eaves

Recommended: Double-louver vents and squirrel guards on all vents.



## **SIGNS YOU MAY NEED A ROOF REPLACEMENT**

- **Curled shingle edges or cupped shingle tabs**
- **Bald spots where granules are missing or the presence of many granules in your gutters**
- **Cracked or broken shingles**
- **A roof that appears old and worn**
- **Dark streaks caused by airborne algae**
- **Moss growth on the roof surface**
- **Broken or damaged flashing**
- **Discolored interior walls and ceilings**
- **Unwanted critters in the home**
- **Daylight seen through the roof boards**

## **Choosing the Right Roofing Company**

### **Things to consider:**

Licensed, Reputable, Contractor (not one who subcontracts your roof out to someone else), Durability, Warranty of Shingle (30 years), Warranty provided by your contractor for replacement repair (minimum of 5 years recommended). Protect your investment and do not risk the cost of having to replace your roof for noncompliance with your Association's Governing Documents.

When it comes to something as important as your roof, leave it in the hands of the professionals.

Only work with a reputable and experienced roofer who has a proven track record of delivering quality work. Your contractor should also communicate with you clearly and discuss everything that will be done before any actual work takes place including Estimates, Samples, Warranty, Contractor License Number, and Certificate of Insurance.

Your roof replacement will be registered with Hillsborough County and must conform to their current minimum roof standards as well as that of the Association. Your insurance company will be able to see you have a new roof constructed of the proper materials and may give you a discount.

Prior to roof replacement, you must notify and receive approval from Lakewood Ridge Townhome Association by means of the Architectural Change Request Form. The \$25 Application fee for roofs is waived. Your ACC request form must include:

- Shingle name/color (listed above), picture, manufacturer, warranty period (30-year dimensional shingles, 6 inch white aluminum eave trim)
- Contractor Name and **License Number**, and a copy of **Contractor's Certificate of Liability Insurance**.

Prior to commencement, a **Work Permit must be obtained and posted within clear view** at your residence.

No vehicles or dumpsters can park or encroach upon rear or front lawns as they will damage the water mains and irrigation system. If this happens, **you will be responsible for all damage and any attorney fees and/or court costs associated with recovering costs of damages**. If unpaid, this could result in a lien on your property and foreclosure.

The Association cannot be held liable for any damage, injuries, etc., resulting from said roof replacement, including neighboring roofs. You own the property, and you are required by Association Governing Documents to properly ensure your property including but not limited to liability insurance.

Your Board of Directors

# Lakewood Ridge Townhomes Association, Inc.

c/o David Drake, LCAM | Ameritech Property Management, Inc.  
5434 Grand Blvd.  
New Port Richey, FL 34652

## **ALL REQUESTS MUST BE SUBMITTED IN DUPLICATE**

When requesting approval for multiple alterations, each alteration must be submitted (in duplicate) on a separate request form. An **application fee of \$25.00** (via check payable to Lakewood Ridge Townhomes Association) must be submitted for **each** request. You will be notified of your committee's determination on your request within 45 days of its receipt of this application. **\*\*Please be advised that prior to making any improvements to any Lot, the owner of the Lot must be current in all assessments and charges due to the Association.**

The undersigned owner seeks approval of the following addition or alteration:

Narrative description of alteration (*attach separate sheet(s) as necessary*): \_\_\_\_\_

To be processed, this request and all supporting documentation must be mailed **in duplicate** to the Association using the address listed above. Supporting documentation must be as follows:

- **LOT SURVEY INDICATING EXACTLY WHERE ALTERATION WILL OCCUR ON THE LOT**
- **PICTURES AND/OR DETAILED DESCRIPTIONS OF MATERIALS TO BE USED** (i.e., type of materials, colors, styles, sizes, dimensions, etc. – see page 2 of this form)
- **COPY OF CONTRACTOR'S SPECIFICATION SHEET** (if work is being contracted)
- **OTHER PERTINENT INFORMATION AS MAY BE NECESSARY**

**<< INCOMPLETE REQUESTS CANNOT BE PROCESSED AND WILL BE REJECTED AND RETURNED TO OWNER >>**

While Lakewood Ridge Townhomes Association, Inc. (the "Association") may grant approval for the requested alteration, the homeowner alone is responsible for seeking the required county/city permit(s). Most alterations require permit(s) from one or more county/city departments. The obligation to determine whether the requested improvement, alteration or addition complies with any applicable law, rule, regulation, code or ordinance is strictly the responsibility of the homeowner and not the Association. Additionally, it is understood and agreed that the Association as well as Ameritech Property Management, Inc., are not required to take any action to repair, replace or maintain any such approved change, alteration or addition, or any structure or any other property. The homeowner and its' assigns assume all responsibility and cost for any addition or change, and its future upkeep and maintenance.

I understand that the Association will contact me in writing regarding their approval or disapproval of this request. I **agree not to commence any alteration(s) until I have received written approval from the Association.** If an alteration I perform is found NOT to be in compliance with community standards, I will return the property to its original, pre-alteration condition within thirty (30) days of written notification to do so.

NAME: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
MAILING ADDRESS (if different from above): \_\_\_\_\_  
HOMEOWNER SIGNATURE: \_\_\_\_\_ REQUEST DATE: \_\_\_\_\_

**FOR ASSOCIATION USE ONLY** DATE REVIEWED: \_\_\_\_/\_\_\_\_/\_\_\_\_  
APPROVED \_\_\_\_\_ STIPULATION(S): \_\_\_\_\_  
NOT APPROVED \_\_\_\_\_ REASON(S): \_\_\_\_\_  
\_\_\_\_\_  
AUTHORIZED SIGNATURE AUTHORIZED SIGNATURE  
**IF NOT STARTED by \_\_\_\_/\_\_\_\_/\_\_\_\_ and COMPLETED by \_\_\_\_/\_\_\_\_/\_\_\_\_ APPROVAL IS NULL AND VOID.**

# Lakewood Ridge Townhomes Association, Inc.

Architectural Change Request (continued)

Who will perform the required work: \_\_\_\_\_

Estimated Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Estimated Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other: \_\_\_\_\_



Materials required for proposed alteration(s) will include the following (Please check where appropriate and describe):

\_\_\_\_\_ Roof \_\_\_\_\_

\_\_\_\_\_ Larson Storm Door \_\_\_\_\_

\_\_\_\_\_ 6 ft White Vinyl Fence \_\_\_\_\_

\_\_\_\_\_ Black Screen/White Aluminum \_\_\_\_\_

\_\_\_\_\_ White Aluminum Seamless Gutter \_\_\_\_\_

\_\_\_\_\_ Old Castle Edging (white/tan) \_\_\_\_\_

\_\_\_\_\_ Pavers \_\_\_\_\_

\_\_\_\_\_ Landscaping \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

**NOTE:** Please be sure to **ATTACH** all of the following that apply to your project: (1) a copy of the **contractor's specification sheet** showing types, colors, styles, and size/dimensions of materials to be used, (2) **either** a manufacturer's brochure **or** photo illustrating the details of materials you wish to use, (3) a **LOT SURVEY** with your proposed alteration sketched on it showing exactly where your alteration will lie on your property

Please PRINT any comments you wish your committee to consider when reviewing this request here:

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