

# Property Alteration Application Form For Balintore Homeowners Association

This form must be submitted for any alteration that affects the exterior of a home in the Balintore subdivision. As stated in the community's Declaration of Covenants, Conditions and Restrictions (Article VII, Section 1) and the Architectural Standards of Balintore, "No dwellings, buildings, parking cover, shed, structure, fence, outbuilding, addition, exterior alteration or substantial attachment, or construction or erection of any kind may be erected, placed, reconstructed or permitted to remain on any Lot unless and until approved by the Architectural Committee." Approval is not required for new plants, shrubs or trees; however removal of trees must obtain committee approval prior to obtaining approval and permit from Pinellas County.

| <b>STEP 1</b><br>Homeowner Information  | <b>Applicant Information Required</b><br><b>Name:</b> _____<br><b>Address:</b> _____<br><b>Phone:</b> _____<br><b>E-mail:</b> _____   | <b>STEP 3</b><br>Meeting Scheduled   | <b>Balintore Architectural Chairman</b><br>Meeting called by chairman within 15 days of receipt – usually called within 7 to 10 days<br><br>Meeting Date: _____<br>Signature: _____   | <b>Committee's Recorded Votes</b><br><b>Initial Below</b><br><b>A= Approved</b><br><b>R= Rejected</b><br><br>   |      |   |   |                  |  |  |                      |  |  |                 |  |  |                        |  |  |
|---|---|--------------------------------------|---|---|------|---|---|------------------|--|--|----------------------|--|--|-----------------|--|--|------------------------|--|--|
| <b>STEP 2</b><br><br>Mail or E-Mail to: | <b>Architectural Chairman</b><br>4352 Sawgrass Drive<br>Palm Harbor, FL 34685<br><a href="mailto:jlsa005@gmail.com">jlsa005@gmail.com</a><br><br>Date In: _____<br>Signature: _____<br><b>Jennifer Arata - Chairman</b> | <b>STEP 4</b><br>Review And Decision | <b>Architectural Committee's Final Action Taken For Approval</b><br><br>Date of Committee Response: _____<br>Signature: _____<br><br><b>-Must have a minimum of 2 approved votes-</b> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name</th> <th style="width: 10%;">A</th> <th style="width: 10%;">R</th> </tr> </thead> <tbody> <tr> <td><b>D. Madson</b></td> <td></td> <td></td> </tr> <tr> <td><b>I. Paddenburg</b></td> <td></td> <td></td> </tr> <tr> <td><b>J. Arata</b></td> <td></td> <td></td> </tr> <tr> <td><b>Total All Votes</b></td> <td></td> <td></td> </tr> </tbody> </table> | Name | A | R | <b>D. Madson</b> |  |  | <b>I. Paddenburg</b> |  |  | <b>J. Arata</b> |  |  | <b>Total All Votes</b> |  |  |
| Name                                    | A   | R                                    |   |   |      |   |   |                  |  |  |                      |  |  |                 |  |  |                        |  |  |
| <b>D. Madson</b>                        |   |                                      |   |   |      |   |   |                  |  |  |                      |  |  |                 |  |  |                        |  |  |
| <b>I. Paddenburg</b>                    |   |                                      |   |   |      |   |   |                  |  |  |                      |  |  |                 |  |  |                        |  |  |
| <b>J. Arata</b>                         |   |                                      |   |   |      |   |   |                  |  |  |                      |  |  |                 |  |  |                        |  |  |
| <b>Total All Votes</b>                  |   |                                      |   |   |      |   |   |                  |  |  |                      |  |  |                 |  |  |                        |  |  |

## PROPERTY MODIFICATION CHECKLIST

**ALWAYS INCLUDE A COPY OF YOUR PLOT SURVEY** noting the exact area affected by the property modification when applicable.

**USE SEPARATE FORMS TO SUBMIT MULTIPLE REQUESTS**

**- NO ADVERTISING SIGNS ALLOWED BY ANY CONTRACTOR WHILE WORK IS BEING PERFORMED -**

|  |   |
|--|---|
| <b>Exterior Finish Materials</b><br><b>Paint and/or Roofs</b><br><br><b>Electrical Fixtures and/or</b><br><br><b>Mailbox</b> | <b>Location</b> (Check All That Apply and Include Color Swatch Appropriately Identifying Swatch For Each Location)<br>Home _____ Trim _____ Front Door _____ Garage Door _____<br>All exterior painting including existing colors must submit application for approval - Request Balintore Color Wheel<br>Roofs must maintain their current structure and materials that are in place as the home currently exists.<br>Location of Fixtures<br>(Where Fixtures Will Be Installed - Type and Color of Finish – Include Picture and Specs)<br><br><b>Approved Mailbox Style Only</b>  |
| <b>Fencing and/or</b><br><br><b>Gates</b>  | <b>Required Materials</b><br>• Black Vinyl Clad Chain Link Fence Limited To a Height Not to Exceed <u>FOUR (4) FEET</u> . No Wooden Fence Material Allowed - Fences are not allowed fronting retention ponds and the golf course<br>- Plantings of Specific Hedge or Shrub May Be Required (See Standards)<br><b>Required Construction</b><br>• Plot Plan or Survey Showing Proposed Fence Location and Height(s), Gate Locations, and Hedge Plant Location<br>• Adherence To all Setbacks and Planting Requirements Visible From Street, Pond and Golf Course<br><b>County Permit</b> (Responsibility of Homeowner) * _____ <b>All Items</b> listed in this section will be satisfied.<br><b>(* = PROPERTY OWNER'S INITIALS)</b> |
| <b>Pool and/or</b><br><br><b>Pool Enclosure and/or</b><br><br><b>Pool Equipment</b>  | <b>DETAILED PLAN</b><br>• Full plan and blueprint of work to be done including all materials, timeframe for project and proper permitting from Pinellas County<br><b>LAWN AND SIDEWALK REPAIR REQUIREMENTS</b><br>• Lawn will be repaired and all grading returned to original elevation within 30 days of completion<br>• Homeowner will obtain a written guarantee from installer stating that any sidewalk or curb damage will be repaired within 30 days of completion<br><b>MISCELLANEOUS</b> (Check All That Apply)<br>____ Heating    ____ Solar (If Solar, Submit Plan With Materials and Location)    ____ Electric Heat Pump<br>____ Gas (If Gas, also Submit Location of Tank and Plan For Camouflage)                 |
| <b>Driveway or Walkway</b>   | <b>LOCATION</b> (Check All That Apply) Front Entry _____ Sidewalk _____ Driveway _____ Submit Materials and Plan  |
| <b>Other Modification</b>  |   |
| <b>COMMENTS</b>  |   |

The undersigned property owner hereby acknowledges and agrees that he or she will be solely responsible for determining whether the improvements, alterations, or additions described herein comply with all applicable laws, rules, regulations, codes and ordinances including, without limitation: zoning ordinances, Balintore regulations, and building codes. Neither the Balintore Architectural Committee nor the Board of Directors shall have any liability or obligation to determine compliance.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Name (PRINTED)

\_\_\_\_\_  
Date

**SUBMISSION PROCEDURE:** This form must be hand delivered, mailed or e-mailed to the Chairman of the Architectural Committee (LOCATED IN STEP 2 ABOVE) before any action on the alteration request can commence. All submitted forms will be reviewed for completeness and compliance with Balintore's Declaration of Covenants, Conditions and Restrictions. The Architectural Committee will then **Approve** or **Deny** the property modification within thirty (30) days of receipt and inform the homeowner of acceptance or rejection by the committee. Should an approved application not be completed within 120 days of the approval date, the application must be resubmitted.

**Revised Form 10/2021**