

## ***Pegasus Property Management***

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***3409 Pelican Landing Parkway Suite 3  
Bonita Springs, FL 34134  
Phone: 239-454-8568  
Fax: 239-454-5191  
Admin@pegasuscam.com***

Enclosed are three (3) pages that you will need to complete and return to our office prior to your making any alterations to your unit. We will forward your request to the Board of Directors whom will ultimately approve or deny variances or alteration requests.

To expedite requests, the following procedure is now in place:

- 1.) Complete the attached forms with all pertinent information i.e. specifications, color, size, and sketch or improvement.
- 2.) Mail to Pegasus Property Management  
3409 Pelican Landing Parkway, Suite 3  
Bonita Springs, FL 34134.
- 3.) Management will secure the necessary approvals or denials from the Board of Directors / Master Association.
- 4.) Management will maintain records for all requests and responses for the Board of Directors.

Please call Pegasus Property Management at 239-454-8568 if you have any questions. Thank you for your cooperation.

# ***Pegasus Property Management***

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## **ALTERATION APPLICATION-Page 1 of 3**

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*Please print the name of the Community Association, hereinafter referred to as the "Association"*

Owner's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

DESCRIBE, IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED:

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An application requesting approval for any alteration, which occurs outside the exterior walls of the home, MUST BE ACCOMPANIED BY A SKETCH INDICATING LOCATION, SIZE, AND TYPE OF CONSTRUCTION AND OTHER PERTINENT INFORMATION.

If approval is granted, it is not to be construed to cover approval of any County Code requirements. A building permit from the Lee County Building Department is needed on most property alterations and/or improvements.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, that the applicant, the heirs, and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such alteration, or addition.

It is understood and agreed that the "Association", et al, are not required to take any action to repair, replace, or maintain any such approval change, alteration, or addition, or any damage resulting therefrom for any reason to the existing original structure, or any other property. THE HOMEOWNER ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP.

**Date:** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_

**Co-Owner's Signature:** \_\_\_\_\_

**COMPLETE THIS PAGE WITH YOU NEIGHBORS, IF APPLICABLE**

The signature of your neighbors (on *each* side of your home) is required if you are adding a hedge or fence, whereas, if you are adding a pool, landscaping, patio, screening, etc., and access is required across a portion of one of your neighbor's property, only that neighbor's signature is required.

Print your name

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Name of your Community Association

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Your Address:

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To: The Board of Directors"

This letter confirms permission from our Neighbor(s):

1.

(Print 1<sup>st</sup> neighbor's name)

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2.

(Print 2<sup>nd</sup> neighbor's name)

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They are aware we are having:

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Added to our home.

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We will be responsible for the necessary restorations to the property(s) listed above, as required to complete the job, including the cost to move, repair, and/or replace all necessary irrigation lines or irrigation heads.

1<sup>st</sup> Neighbor's address:

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1<sup>st</sup> Neighbor's signature:

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2<sup>nd</sup> Neighbor's address:

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2<sup>nd</sup> Neighbor's signature:

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From:

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(Your Signature here)

Date

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Satellite Dish Installation

In the case of a satellite dish installation, the applicant is to meet with an installer and choose three possible locations and describe same below. The Architectural Committee will review all three locations prior to approval.

Location #1:

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Location #2:

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Location #3:

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The owner will be specifically liable for any damage or claim caused by the installation of said dish and will be responsible for returning the building, landscape, electrical, etc. to the original “as was, prior to the dish installation” condition either upon dish removal or upon sale of said property.

Waiver of Liability

THE UNDERSIGNED hereby agrees that any and all liability caused by or arising from any acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the “Association” et al, “as their interest may appear,” therefrom and indemnify them for all losses, costs, expenses, and attorney’s fee in connection with any such addition to their home.

Date:

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Signature of Owner

Signature of Co-Owner

Witness

Witness

- Pages 1,2,3 must be submitted
- If any alteration is to occur outside the exterior walls of the home, please include a copy of the survey of your home and a diagram / blueprint of the alterations.

MAIL TO

**Pegasus Property Management  
3409 Pelican Landing Parkway Suite 3  
Bonita Springs, FL 34134**

Alteration Application Approved: \_\_\_YES \_\_\_NO      Satellite Dish Location   #1   #2   #3

Date: \_\_\_\_\_

\_\_\_\_\_  
Board of Director’s Signature

\_\_\_\_\_  
Print Name