

# Longwood Plantation

HOMEOWNERS ASSOCIATION, INC.

Sentry Management – 2180 W D.R. 434 Ste 500 – Longwood, FL 32779

## Alteration Application

OWNER'S NAME: \_\_\_\_\_ Date: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

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(IF MORE SPACE IS REQUIRED, PLEASE ATTACH TO THIS FORM. THANK YOU)

An application requesting approval for any alteration which occurs outside the exterior walls of the building and is, therefore, common element, MUST BE ACCOMPANIED BY A SKETCH INDICATING LOCATION, SIZE AND TYPE OF CONSTRUCTION AND OTHER PERTINENT INFORMATION AS MAY BE NECESSARY.

If approval is granted, it is not to be construed to cover approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Architectural Review Board shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, their hires and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. IT IS UNDERSTOOD AND AGREED THAT LONGWOOD PLANTATION HOMEOWNERS ASSOCIATION, INC. IS 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 ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

DATE: \_\_\_\_\_ OWNER'S SIGNATURE: \_\_\_\_\_

ACTION TAKEN BY THE ASSOCIATION:

DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_

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\_\_\_\_\_ AUTHORIZED SIGNATURE FOR THE ARCHITECTURAL REVIEW BOARD  
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\_\_\_\_\_ AUTHORIZED SIGNATURE FOR THE ARCHITECTURAL REVIEW BOARD

Longwood Plantation Homeowners Association, Inc.

**This form should be submitted to:**

Hunter Caswell  
Community Association Manager  
Sentry Management Inc  
2180 West SR 434 Suite 5000  
Longwood, FL 32779  
407-788-6700 ext. 51306 or 407-788-7488 (fax)  
[hcaswell@sentrymgt.com](mailto:hcaswell@sentrymgt.com)