

Directions for Exterior Alteration Request Form

1. If you are doing one or more of the thirteen different requests listed, review the Criteria on page 3 and 4. For the ones you are selecting.
2. If you are doing an Exterior Alteration that conforms to the criteria in 1 to 13 on pages three and four, fill in all the Italics parts on pages one and two of the application up until Part B.
3. If you are doing an Exterior Alteration that does not conform to the Criteria in 1 to 13 on pages three and four, fill in the explanation in Part B on the lines provided.
4. Then complete all the Italics in Part B.
5. **REMEMBER** when using a contractor make sure the license for the Contractor and the Insurance paperwork required in this Form are on file with the office before filing your request.
6. When your application has been processed you will receive a Permit and a Vendors pass attached to the permit. Complete the vendor pass section and return both the permit and Pass to the office.
7. Your permit will be activated by the office.
8. When the work is being done post the Permit in a door or window visible to the road.
9. **REMEMBER** when you have completed the project notify the office. Thank you.

If you have any suggestions, Building and Grounds would like to hear your comments.
Good luck with your project.

Exterior Alteration Request (Declaration, Article 3 Section F parts 3 to 8)

Approved alterations must conform to all applicable local building codes, regulations and in accordance with all Governing Documents for the Brandywine Condominium Association (BCA). Future maintenance of the approved exterior alteration is the responsibility of the owner and will be binding to future owners. It is the owner's responsibility at time of transfer to notify the new owner of this responsibility and disclose this agreement.

Exterior alterations must preserve the community's architectural integrity, which is the responsibility of the BCA. The Declaration of Condominium of BCA outlines the provisions for approval by a 2/3 vote of the Board of Directors of the BCA to all common and limited common elements. As part of this request you agree to hold BCA harmless in the event of any claim arising as a result of the requested exterior alteration or modification.

I/We _____ request the following exterior alteration (s) and agree to do it in accordance with the Governing Documents of BCA. I/We agree to repair and or replace at my/our expense any exterior alteration that does not conform to the Governing Documents of the BCA and or any collateral damage to the common elements as a result of the exterior alteration.

BCA Manager who received it

Date Received

A copy of the contract by a licensed and insured contractor is required when hiring one. Accompanied with the contract is proof of the contractor's liability insurance (\$500,000 minimum) and workers compensation insurance. *Please initial the reason* for the exterior alteration request and provide the criteria required for all the exterior alterations you have requested.

1. _____ stain walkway to the front door threshold
2. _____ tile walkway to the front door threshold
3. _____ adding or replacing an exterior door and/ or side lights; to include installation of glass in an existing door and/or sidelights.
4. _____ adding screen door to the garage
5. _____ adding exterior light fixture/receptacle
6. _____ adding storm shutters

- 7. _____ adding tubular skylights
- 8. _____ adding solar attic fans
- 9. _____ replacing windows
- 10. _____ adding trees or shrubs to the back of the unit
- 11. _____ replacing garage door
- 12. _____ adding or replacing storm door
- 13. _____ install water softener

Owner's Name (s) *Unit #* *Date Submitted*

 BCA Manager Preapproved by Board Denial Date

PART B

All other Exterior Alteration Request on this list or an Exterior Alteration Request that does not conform to the criteria approved by the Board of Directors shall require you to describe below the Exterior Alteration you are requesting. Your application will then go to the Building and Grounds Committee for a recommendation to the Board of Directors for an Approval or Denial. Please state your request in the space below providing the criteria expected of you to complete the alteration pursuant to the existing Governing Documents of BCA. If you are requesting the exterior alteration in this paragraph, *please fill out the reason, signature, unit #, and date submitted below.*

Owner's Name (s) *Unit #* *Date Submitted*

Referred to Buildings and Grounds Committee _____ Date Received _____

Recommendation _____
Approval Denial Date

Referred to Board of Directors _____
Date Received

Action Taken by Board _____
Approved Denied Date

Date owner notified BCA Management work was complete _____

Date BCA Management inspected the work _____

Comments from the BCA Management:

CRITERIA

The unit owner must provide the information listed in the criteria approved by the Board of Directors below with the Application for all the Exterior Alteration (s) in 1 thru 13 selected by the Unit Owner.

1. Exterior Alteration request to stain the front walkway from the driveway to the front door.
 - The owner shall provide a photograph of the area to be stained.
 - The stain shall be water based and match Home Depot “Catalina Stone” #819.
 - Follow manufactures recommendation to prep the concrete and apply two coats of the stain.
 - The stain shall not extend beyond the seam of the walkway onto the driveway.
2. Exterior Alteration request to tile the front walkway from the driveway to the front door.
 - The owner shall provide a photograph of the area to be tiled.
 - The tile size can be 6x6, 8x8 or 12x12, ivory or champagne. The grout shall match the tile and designs are not allowed.
 - A non slip surface with a transition leading edge that meets code.
 - Tile shall not extend beyond the seam of the walkway onto the driveway.
 - Tile shall expose railing flanges and access to them.
3. Exterior Alteration to repair or replace existing exterior door and or side lights; to include installation of glass in an existing door or sidelights.
 - The owner shall provide a photograph of the existing door and or side light.
 - The glass shall be tempered and insulated.
 - Colored glass is not permitted.
 - A photograph of what the door and/or side light will look like.
 - Installation shall conform to Chapter 16 of the Florida Building Code for existing buildings.
 - A replacement door shall have a design consistent with an existing door in Brandywine. However, the door panel shall be embossed instead of plant on moldings.
4. Exterior Alteration request for a garage screen door.
 - The garage Screen Door must be white and installed within the opening of the garage and not installed on the exterior of the opening.
5. Exterior Alteration request for exterior lighting fixtures and controls.
 - The electrical components shall conform to current building codes.
 - The exterior lights shall not adversely affect other unit owners.
 - Specify location.
6. Exterior request for Storm Shutters.
 - A photograph of each window and/or door to include the soffit above them.
 - All requirements in the policy (proposal, drawings, soffit vent replacement, etc.) shall be presented at the time of the application and need to be sealed and certified by a qualified independent engineer licensed in the state of Florida.
7. Exterior Alteration request for Tubular Skylights.

- A single story unit may have up to five (5) tubular skylights.
 - Only 10” or 14” diameter skylights are permitted.
 - The specifications submitted with drawings for the skylights shall conform to code and show the location on the roof.
 - The exposed metal sleeve on the skylight must be black.
8. Exterior Alteration request for Solar Attic Fans.
- Will be low profile 11.5 inches tall maximum or a pitched unit, color will be black
 - Installation will be on the back roof of the unit.
 - The specifications submitted with drawings for the attic fans shall conform to code.
 - The solar collector panels may not be adjustable
9. Exterior Alteration for an existing window.
- The owner shall provide a photograph of the window being replaced.
 - The replacement window shall have a white aluminum or vinyl frame and fit the existing opening.
 - The replacement window shall be impact resistant and thermo pane to meet Florida building code.
 - The replacement window shall have the same number of glass lights for the upper and lower sashes as the existing window.
 - The replacement window shall be installed to meet the Florida Building Code Chapter 16 for existing buildings.
 - This alteration request for windows is not to be applied to a Lanai or an included Florida Room. The owner will be required to apply to Buildings and Grounds with the design.
10. Exterior Alteration request for adding or replacing trees or shrubs in the back wish the owner wishes to replace at the owners expense.
- The unit owner is required to remove and dispose of old plant material.
 - Purchase, plant and provide extra watering as required.
 - Trees must be 6 to 8 feet tall with 35 gallon or larger root ball.
 - Trees must be a live oak, laurel oak, mahogany or black olive.
 - Shrubs must be ones already in Brandywine.
 - Management must approve the planting site.
 - The planting will thereafter be maintained by Brandywine Condominium Association.
11. Exterior Alteration to replace a Garage Door.
- Owner will provide photograph of the existing garage door and the replacement door to be installed.
 - The garage door must be white and of a design consistent with the existing door.
 - The garage door must conform to Chapter 16 of the Florida building code of Lee County.
 - If an existing door is to be repaired any new panel or panels must be consistent with the existing design.
 - If more than two (2) panels need to be replaced, the entire door must be replaced.
 - The repaired panel (s) or new door must be painted to match the existing door.

12. Exterior Alteration request to add or replace a storm door to the entrance door.
- The Storm door shall be white aluminum with tempered glass.
 - Colored glass or decorative grillwork is not permitted.
13. Exterior Alteration request for a water softener.
- The Water Softener must be installed on the back side of the unit.
 - The 120 Volt feed shall require a waterproof box with a GFI receptacle installed by a licensed electrician.
 - If the system is 12 or 24 Volt , the cord may be buried and plugged into an outlet in the interior of the unit, through a small hole in the window frame then sealed.
 - The back flushing of the system that does contain salt could damage plants, etc. These plants shall be replaced at the owners expense.
 - The softener shall have a bypass system to allow normal water flow to the unit should the softener need service.