

*Spanish Main Yacht Club, Inc.*

Longboat Key, Florida

**Modification Approval Request**

This form must be submitted by the villa owner(s) and approved by the Maintenance Coordinator and the Board **before** any modifications may be started. This includes modifications to the seawall & docks. Modification is at Owners expense.

Insurance responsibility to cover any substantial addition, replacement or change to the original structure of the condominium villa is transferred from Spanish Main Yacht Club policy to the condominium villa owner.

Villa Owners Name (Printed) \_\_\_\_\_

Villa Address \_\_\_\_\_

Owners Email \_\_\_\_\_

Owners Phone Number \_\_\_\_\_

Description of proposed work (Include specific plans or drawings, colors, materials, irrigation changes, new/additional landscape shrubs, types of landscape edging.) **One request per form.**

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

2) Contractor (If used):     Bush Brothers     Contact Information \_\_\_\_\_

Work to Begin \_\_\_\_\_ Work to end \_\_\_\_\_

3) Reaction signatures are required from villa owners who can see the proposed change. The Board may waive this requirement for villa owner(s) that cannot be contacted in a reasonable time. Reactions will be carefully considered but are non-binding. Reaction signatures are not required when the request is specifically permitted by the SMYC By-laws or Rules and Regulations.

Signature of Affected Villa Owner(s)	Villa Address	Date	(Check One)	
			Agree	Disagree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 4) Necessary permits must be obtained from Longboat Key Building Department.
- 5) All Materials must be obtained and work performed according to standards approved by the Board.
- 6) A certificate of adequate contractors insurance coverage must be submitted before work is started or on file in the Office.
- 7) It is understood that approval to perform the proposed work does not burden the Spanish Main Yacht Club, Inc., its officers, members or agents with liability of any nature. No responsibility is accepted regarding the legality of such actions and no damages resulting from the actions will be accepted by anyone other than the current or future villa owner(s).
- 8) All maintenance costs made necessary by the proposed work will be the responsibility of the current or future villa owner(s).

I/We, the owners of address \_\_\_\_\_ agree to comply with all the above conditions in this re

Villa Owners Signatures \_\_\_\_\_ Date \_\_\_\_\_

Date Modification request received by Office: \_\_\_\_\_

\_\_OVER\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Decision of Maintenance Coordinator**

\_\_\_\_\_ Request Approved  
\_\_\_\_\_ Request Approved with following conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Request Denied

\_\_\_\_\_ Maintenance Coordinator \_\_\_\_\_ Date

**DECISION OF THE BOARD OF DIRECTORS**

\_\_\_\_\_ Request Approved  
\_\_\_\_\_ Request Approved subject to the following conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Request Denied

\_\_\_\_\_ Director \_\_\_\_\_ Date

\_\_\_\_\_ Director \_\_\_\_\_ Date

Villa Owner(s) notified of Boards decision \_\_\_\_\_ Date

**Completed Project Inspection**

\_\_\_\_\_ Project completed according to description plan submitted  
\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_

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