

Polynesian Association, Inc.

NO WORK SHALL BE PERFORMED UNTIL APPROVED IN WRITING BY THE BOARD OF DIRECTORS

Change of Villa and Architectural Variance Request Form

Submit fully completed requests on the [TCM Buildium Portal](#) under “General”.
Incomplete requests or requests sent outside of the Buildium Portal will result in **delays**.

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Date Submitted: _____ Estimated Date of Work: _____

No work shall be performed until written approval is provided by the Board of Directors

Contractor Name (if applicable): _____

Contractor Phone Number (if applicable): _____

Contractor License Number (if applicable): _____

Contractor Certificate of Insurance / Permit (please attach): _____

Describe the Change Request with as much detail as possible. Provide a detailed (to scale) drawing or blueprint of your plan(s). Include the make, model, colors, and photos of the proposed plans (e.g. photos of proposed plants, windows, or doors). Include additional pages, if needed. **Note: Vague, incomplete, or missing details will result in delays.**

In accordance with the Polynesian Association Covenants, Restrictions, Bylaws, and Rules and Regulations, I request your consent to make the following: Alterations, Renovations, Additions and/or removals to my unit.

Is this an amendment to a previous request? _____

If yes, Approximate date of previous request? _____

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I understand that under the Declaration and the Rules and Regulations, the Board will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workperson-like manner by myself or a contractor.
4. All work will be performed between 8:00 AM and 5:00 pm, Monday through Friday only, and in a manner to minimize interference and inconvenience to other unit owners
5. Prior to starting work, my contractor will identify the location of all common infrastructure components, including those not visible, and will make plans to avoid damage to those components. Any changes required to infrastructure must be identified in writing and approved by the board.
6. I assume all liability and will be responsible for all damage and/or injury which may result from the performance of this work.
7. I will be responsible for the conduct of all persons, agents, Contractors, and employees who are connected with this work.
8. I will be responsible for complying with, and will comply with all applicable Federal, State, and Local laws, codes regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Polynesian Association, Board of Directors, agents, and committee have no responsibility with respect to such compliance and the Board of Directors or its committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
9. I understand that the Board of Directors may require revisions or modifications, and may also rescind approvals if there are changes to the approved plans or if issues arise during the proposed changes.

If approved within fourteen (14) days, the work would start on or about _____ and would be completed by (estimate) _____.

All projects must be completed within 90 days following approval.

Owner Signature: _____