



Resident Use of Modification Request Forms

The Architectural Control Committee (ACC) and the Board of Directors has approved a revised Modification Request (MR) form for use by The Shores residents.

You may obtain copies, when needed, from the Community website <http://www.theshoresatnaples.com/resources/forms/>, "Architectural & Landscape: ACC application for general change" DOWNLOAD FORM (pdf), or from the folder on the front of the Library door in the Clubhouse, or by contacting May Management Services at 239-262-1396.

The MR forms are designed to help you identify ALL the items that must be included with your application when it is submitted for review. Applications that are **missing items** will cause the MR application **to be rejected** because it is incomplete.

For example, some Modification Request require samples of roof tiles to be submitted with the application or you may substitute a brochure that includes the exact tile that will be used in a roof replacement. Color chart samples for exterior painting would be needed. Photos and diagrams are necessary in the case of tree removals or plantings. Whenever a contractor, landscaper, or other hired assistance is involved, you must attach a copy of both their license and insurance certificates to the application. It is important to pay particular attention to the details of the improvement being detailed in MRs and what additional items must be included when you submit the application to Anchor Assoc.

The Documents page of the website contains the Guidelines documents that are available for downloading to help understand what is needed for different modifications.

Remember, only **properly completed** MR applications submitted to MAY Management **will be forwarded** to the ACC for their recommendation to the Board of Directors.

Thank you for your attention and cooperation when submitting Modification Requests.

Architectural Control Committee

MAY Management Services

The Shores at Berkshire Lakes Master Homeowner's Assoc., Inc.

Architectural Control Committee Modification Request

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

(NOTE: This is a two-page form. Both pages must be completed & submitted)

Complete

Stamp

Here

OWNER INFORMATION – Please Print

Name(s)

Shores Address

Phone #

Cell #

Other Phone #

Email Address

Go to <http://www.theshoresatnaples.com/resources/forms/> and Architectural & Landscape:
and review **ACC Guidelines**

MODIFICATION REQUEST TYPE

Exterior (i.e. shutters, walls, ...)

Painting (see approved list at Anchor Assoc.)

Landscaping (i.e. tree removal, ...)

Outside Elements (i.e. enclosing lanai)

Roof (i.e. replacing, repair)

Unit Type: **S** Single Family, **V** Villa

Explanation of Modification

You must submit a drawing and/or vendor's brochure for any modification. The drawing should include a site plan and the scale should be 1/2 inch equal to 1 foot. Please list sizes and materials to be used.

CONTRACTOR INFORMATION

Name

Contact Name

Address

City

State

Zip

Phone #

Fax #

The Shores at Berkshire Lakes Master Homeowner's Assoc., Inc.

Architectural Control Committee Modification Request

DISCLAIMER AND SIGNATURE

1. Actual construction shall be performed by a fully insured licensed contractor. All work must follow all codes and regulations and all necessary permits will be obtained at my/our expense.
2. I/we have read all applicable sections of the Declaration and I/we understand same.
3. I/we have read all applicable sections of the ACC Guidelines and I/we understand same.
4. All maintenance of this alteration/modification will be performed at my/our expense.
5. I/we understand that, should any legal regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.
6. Any maintenance cost incurred by the Association, as a result of this variance, will be at my/our expense.
7. This alteration/modification is subject to all requirements of the Bylaws, Declaration, and other applicable regulations.
8. I/we understand that it is my/our responsibility to advise future assigns of their responsibility for same.
9. All of the above information is truthful and accurate.

Owner #1 Signature _____ Date _____

Owner #2 Signature _____ Date _____

NO WORK SHALL COMMENCE BEFORE RECEIVING BOARD APPROVAL

REQUEST REQUIREMENTS

Please be aware that an incomplete request package will cause delays in processing. The following items must be included in order for MAY Management, ACC, and the Board of Directors to proceed:

If a Villa, then both applications completed & submitted at the same time

Sample of Paint Color Being Used

Copy of Contractor's License

Copy of Contractor's Insurance

Deposit for Homeowner's Work Being Done

Photo of the Property Being Modified

Sample or Brochure of Roof Material and Color

Copy of Contractor's Workers Compensation Status

Start Date of Project _____

Projected End Date of Project _____

Return this request to one of 3 options:

The Shores at Berkshire Lakes
Master Homeowner's Association, Inc.

c/o **May Management Services**

11100 Bonita Beach Rd, #101

Bonita Springs, FL 34135

(239)262-1396 phone

EMAIL TO:

William Behrens

wbehrens@maymgt.com **DROP OFF AT**

CLUBHOUSE DURING OFFICE HOURS



Request Disposition

Approved Date _____

Disapproved By _____

Chairperson o Board of Director Member

The Shores at Berkshire Lakes Master Homeowner's Assoc., Inc.

Architectural Control Committee Modification Request

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

This sheet is only used when replacing half of a villa roof

OWNER INFORMATION

Name(s)

Shores Address

Phone #

Cell #

Other Phone #

Email Address

THESE ARE THE REQUIREMENTS FOR INSTALLATION AND MUST BE FOLLOWED

1. Tiles are to be feathered together at the meeting point of the villa mate's roof and the new roof.
2. No new ridge shall be created where the new half roof meets the old half roof.
3. The new tile color must match the villa mate's existing roof.
4. The new tile material must match the villa mate's existing roof.
5. The new tile form, shape, and size must match the villa mate's existing roof.
6. If the villa garage doors are side by side, the new roof must be installed to extend over both garage doors.

ACKNOWLEDGMENT OF CONTRACTOR

I have read the installation requirements above and agree to follow them.

CONTRACTOR INFORMATION

Company Name

Contact Name

Contact Phone #

Address

City

State

Zip

Contractor Signature: