

# Osprey Point at Gulf Harbour Homeowners Association

## Request For Modification or Alteration of a Home, Lot, or Landscaping

Owners Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

### Check the Type of Addition(s) or Modifications you are proposing

- Changes to Existing Landscape (include planting plan with plant list: types, quantities, sizes, common and botanical names – show existing plants and proposed changes)
- Changes to Exterior Materials and/or Color pallet.
- Other Modifications or Additions (such as lanai enclosures, outdoor lighting, door or window replacements, hurricane shutters, etc.)

### Osprey Point Architectural Review Process:

**You will need to provide 3 copies of all documents, forms, drawings, pictures, and diagrams**

#### Required Forms you MUST complete and submit:

- Copies of this Request For Modification Form
- Copies of the Master Association ARB Access Form
- Copies of the Master Association ARB Request For Design Review Form

1. Provide a detailed written description of changes or modifications you are planning to make to your home, lot, or landscaping on a separate piece of paper.
2. Provide copies of your survey, site plan, floor plan, front, rear and side elevations and roof plan.
3. Provide detailed blueprints, diagrams, pictures, material lists, and specifications about your proposed changes or modifications.
4. Provide copies of all contractor license numbers, their certificate(s) of insurance and/or bonding.
5. Return the completed forms, documents, specifications, and plans to:  
Sentry Management, Inc.  
6330 Techster Blvd. Suite 1  
Fort Myers, FL 33966  
Re: Osprey Point Architectural Review
6. The Architectural Review Committee will submit a recommendation to the Board of Directors for a vote. Subsequently, copies will be provided to the Master Association ARB for their review. You may expect a response to the request for review, or a notice of review extension, within 30 days of our receipt.

**For all approved modification requests that require Lee County Permits, the Board of Directors requires that the owner provide a copy of Lee County's Final Inspection certificate once the project has been completed.**

Owner's Signature: \_\_\_\_\_

Approved \_\_\_\_\_  
Date

Denied \_\_\_\_\_  
Date

Board Member's Signature: \_\_\_\_\_

OVER for Comments