

**Harborside Terrace Owners' Association, Inc.**  
**Owners Request for Alterations, Repairs or Reconstruction of Unit**

Date:

I, We, , owner (s) of Unit #   
at Harborside Terrace, located at 4200 Belair Lane, Naples, Florida 34103, hereby request approval by the Board of Directors (BOD) for the modifications shown below to our residence.

Home Phone:  Cell Phone:  Work Phone:

Email address:

**Check the Applicable Box (s) for Project**

- Entry Door    Storm/Screen Door    Windows    Screens    Window Terrace or Lanai Window Sliders  
 Floor coverings    Kitchen    Bathroom(s)    Wall removal(s)    Hurricane Shutters  
 Other: \_\_\_\_\_

**Additional Information: Describe in detail what is to be done.**

As the owner of said unit, I am completing the work myself which does not require a permit or license.  
I further acknowledge that I must follow all rules & regulations and governing documents.

**Include the following documentation:**

- Name of company(s) performing the work    Copies of permits    Certificate(s) of insurance  
 Copy(s) of specifications/plans    Drawings of interior wall changes if applicable

Anticipated Commencement Date:  Anticipated Completion Date:  We understand that approval of our request must be granted before I/We can proceed with the above requested alterations to our unit. I/We also acknowledge that we could be forced to have the item removed if it is installed without prior approval. I/We acknowledge that if this request is approved "AS PRESENTED" to the BOD, the work must be completed as presented. Any changes are not approved and will not be accepted without the prior approval of the BOD. Any damage done to the elevator, walkways and stairs to and from the unit and the parking area will be repaired at the cost of the unit owner listed above.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

**Return this document and all information requested to the address below:**

**Harborside Terrace Owners' Association, Inc.**

**c/o First Service Residential • 10600 Chevrolet Way, Suite 202 • Estero, Florida 33928 • 239**

**For Board of Directors Use Only**

The above request for modification to:  has been:

- Approved    Disapproved    Approved with the following changes (see attached report)

Dated:

BOD Signature \_\_\_\_\_