

SANDY OAKS

Home Improvement Approval Form

Please fill out this form in the appropriate places for your project and submit this entire form either by mail, email, or in person.

To: Elim Services

Attn: Liz Crawford, ARB

1941 Mayport Road

Atlantic Beach, FL 32233

904-241-8886 (phone)

904-212-2103 (fax)

All exterior home improvements must be submitted to the board for approval before commencing work.

All submissions need to be accompanied with a detailed drawing, paint color samples and description of project.

Note

Please remember that permits are required in St. John's County for some home improvements both interior and exterior.

Contact St. John's County Building Dept. to check on your permit requirements at www.sjcfl.us

WARNING!

Department of Business
Professional Regulation &

Pulling Owner/Builder Permits is Risky Business!

If you do not intend to do the work yourself and have been asked by someone without a contractor's license to pull the permit, you are at risk of financial harm both by penalty and injury.

Chapter 489.103 (7), Florida Statutes: Owners of property must supervise the work being performed. Any person working on your building who is not licensed must be employed by you, which means that you must deduct F.I.C.A.* and withholding tax and provide workers' compensation for that employee.

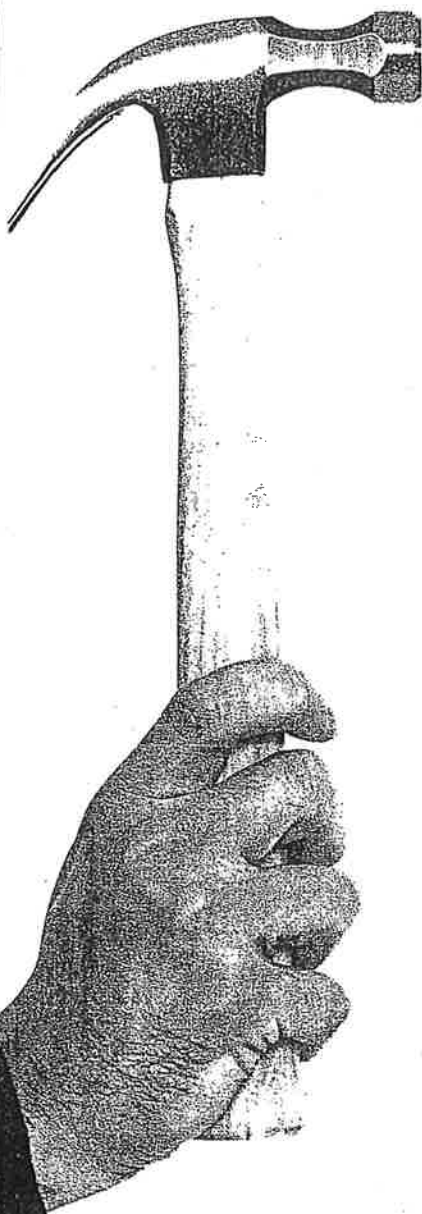
Without workers' compensation insurance, you could be held liable for injuries received on your property. Typically, your homeowners' insurance policy will not honor your claim if the work being performed required a licensed contractor. You could end up responsible for thousands of dollars of medical bills.

Not only is it dangerous, but it's also a crime.

Chapter 455.227, Florida Statutes: Any person who knowingly aides, assists, procures, employs or advises an unlicensed individual can be charged with a first degree misdemeanor and may face fines of up to \$5,000 for each offense.

Is it worth it?

For more information, speak with your local building department before you apply for a permit or contact the Department of Business and Professional Regulation at 850.487.1395 or online at www.MyFlorida.com/dbpr.



Sandy Oaks Home Improvement Approval Sheet

Name of Homeowner _____

Address of Home _____

Scope of work approved _____

Board Members signature _____

Home Owners Signature _____

Homeowners Printed Name _____

Date Signed _____

SIGN TWO COPIES; ONE FOR HOMEOWNERS ONE FOR FILE

Sandy Oaks Home improvements Form sections 1 thru 11

1. WINDOWS

A) REPLACING ALL WINDOWS IN HOME YES____ NO____

BRAND_____

SERIES / RATINGS (I.E. HURRICANE/WIND RATING) _____

FINAL PAINT COLOR _____

B) LIMITED QUANTITY WINDOW INSTALLATION

HOW MANY _____ MATCHING EXISTING WINDOWS YES____ NO____

BRAND_____

SERIES / RATINGS (I.E. HURRICANE/WIND RATING) _____

FINAL PAINT COLOR _____

2. DOORS

LOCATION (S) _____

SERIES / RATINGS (I.E. HURRICANE/WIND RATING) _____

FINAL PAINT COLOR _____

3. WALKWAYS (check all that apply)

MATERIAL: STONE _____ CONCRETE _____ BRICK _____ OTHER _____

DESCRIPTION OF PROJECT _____

Sandy Oaks Home improvements Form sections 1 thru 11

4. FRONT PATIOS

MATERIALS: STONE_____CONCRETE_____BRICK_____OTHER_____

DESCRIPTION OF PROJECT_____

5. DRIVEWAYS

LOCATION_____

MATERIAL_____

DESCRIPTION OF PROJECT_____

6. ROOF

SHINGLE_____STANDING METAL SEAM_____

BRAND_____SERIES_____

COLOR_____

HURRICANE RATING_____

REFER TO YOUR BY-LAWS FOR REQUIRED ROOF MAINTENANCE

Sandy Oaks Home improvements Form sections 1 thru 11

7. FENCES

*** Fences are not allowed forward of the garage door into the front yard on either side of property ***

INITIALS REQUIRED HERE _____

*** Fences are not to be taller than six (6) feet tall ***

INITIAL REQUIRED HERE _____

A) BOARD ON BOARD WOODEN FENCES ARE ALLOWED AS PERIMETER FENCES

COLOR STAIN _____ HIGHTH _____

LOCATION _____

B) FENCES FOR DECORATION OR COURTYARDS

MATERIAL _____ COLOR _____

*** IF THIS IS A MIXED MATERIAL FENCE PLEASE DESCRIBE THE PROJECT**

8. SIDING

****** DESCRIPTION OF PROJECT AND DRAWINGS REQUIRED FOR EACH WALL ON ALL SIDES INCLUDING TRIM FOR ALL WINDOWS AND DOORS AND CHIMNEYS ******

A) HARDY BOARD YES _____ NO _____ OTHER _____ EXPLAIN _____

LAP SIDING _____ SHAKES _____

B) STREET SIDE OF HOME ACCENT MATERIAL _____

LOCATION _____

Sandy Oaks Home improvements Form sections 1 thru 11

9. PAINT

**** PAINT COLOR SAMPLES ARE REQUIRED ****

*** THE GARAGE DOOR CAN MATCH THE BODY COLOR OR THE TRIM COLOR ONLY ***

*** DRIP EDGE CAN MATCH THE ROOF COLOR OR THE FACIA COLOR ONLY ***

HOUSE COLOR: (BODY)

BRAND _____ COLOR NUMBER _____

PAINT COLOR NAME _____

FRONT DOOR

BRAND _____ COLOR NUMBER _____

PAINT COLOR NAME _____

TRIM COLOR

BRAND _____ COLOR NUMBER _____

PAINT COLOR NAME _____

WINDOWS

BRAND _____ COLOR NUMBER _____

PAINT COLOR NAME _____

SHUTTERS

BRAND _____ COLOR NUMBER _____

PAINT COLOR NAME _____

Sandy Oaks Home improvements Form sections 1 thru 11

FACIA

BRAND _____ COLOR NAME _____

PAINT COLOR NAME _____

DRIP EDGE

BRAND _____ COLOR NAME _____

PAINT COLOR NAME _____

MATCH FACIA _____ MATCH ROOF _____

GARAGE DOOR:

TRIM COLOR _____ BODY COLOR _____

10. SHEDS

SHEDS WILL BE ALLOWED ONLY IF THEY ARE BUILT FROM THE EXACT MATERIALS AND COLORS AS THE EXISTING HOME CURRENTLY HAS AND IS TO BE LOCATED BEHIND A PERIMETER FENCE

LOCATION OF SHED _____

*** OVERALL HEIGHT OF SHED ROOF NOT TO EXCEED TEN (10) FEET TALL ***

*** OVERALL DIMENSIONS OF SHED WILL NOT EXCEED TEN (10) FEET WIDE BY TEN (10) LONG***

*** SIZE OF SHED: HEIGHT _____ DIMENSIONS _____**

11. MAILBOXES

ALL NEW MAILBOXES WILL BE BLACK AND NO PAINTED DECORATIONS

PLEASE SUBMIT A PHOTO OF PROPOSED MAIL BOX FOR APPROVAL

SANDY OAKS HOME IMPROVEMENT FORM

HOMEOWNERS FULL NAME _____

HOMEOWNERS PHONE NUMBER _____

BEST TIME TO CALL _____

TODAYS DATE _____

DATE WORK IS DESIRED TO BEGIN _____

CONTRACTORS NAME _____

CONTRACTORS PHONE NUMBER _____

FLORIDA STATE LICENSE NUMBER _____

WORK TO BE PERFORMED BY HOMEOWNER (CHECK ONE)

ALL _____ NONE _____ PARTIAL _____

WHAT PART _____

ADDRESS OF HOME WHERE WORK IS BEING PREFORMED

PERMANENT HOME ADRESS (IF DIFFERENT THAN ABOVE)

SANDY OAKS HOME IMPROVEMENTS SIGN OFF SHEET

HOMEOWNERS NAME _____

DATE OF SIGN OFF _____

ADDRESS OF WORK COMPLETED _____

ATTACH COPY OF PERMITS DONE : YES _____ NO _____

SCOPE OF WORK DONE _____

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

IS ALL WORK OUTLINED ON FORM COMPLETED YES _____ NO _____

PAINT COLORS MATCH PAINT SAMPLES YES _____ NO _____

NOTES FOR COMPLETED WORK: