

## Willowbend Community Architectural/Landscaping Change Request

**Submit this form for all proposed additions, changes or modifications accompanied by a site plan, setbacks, dimensions from property lines to proposed work site, materials and paint colors with numbers if repainting your house. Refer to home painting requirements on WB Website. This ACR is valid for 1 year from date of approval.**

Homeowner Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone:(H) \_\_\_\_\_ (C) \_\_\_\_\_  
Address & Lot #: \_\_\_\_\_ Email: \_\_\_\_\_  
Description of proposed work/job \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor Information: Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ **Attach Proof:** license & insurance: \_\_\_\_\_  
\*Are permits necessary for this job? Yes \_\_\_ No \_\_\_ - **Required permits must be displayed.**  
\***All Utilities must be marked**, including gas, electric, cable, irrigation, etc. \*Call **811** to schedule  
\*Estimated: start date \_\_\_\_\_ completion \_\_\_\_\_.

**Submit a completed NEIGHBOR'S NOTIFICATION/PERMISSION FORM** when appropriate. A deposit may be required to cover possible common area/adjoining homeowner property damage from the work. A deposit is refundable when the Property Manager confirms all incidental property has been restored to the original state. The Homeowner must schedule the inspection upon work completion.

**Attach a site plan** for plant removal & replacement providing the plant names, locations and quantities. Use the community website for selection from the approved WB plant list. Only existing sod may be replaced. A separate ACR FOR TREE WORK is required.

**The Irrigation Clock may only be adjusted by the association's contractor** to allow for daily watering for a period of two weeks for landscape or sod replacement. Additional two week watering of every other day may be requested. The property will then resume normally scheduled watering and plant maintenance by the association. Irrigation **MUST BE INSPECTED BEFORE & AFTER** any hardscape work(i.e.pavers). Homeowners are responsible for contacting the HOA's irrigation manager.

\* Any damage caused to irrigation, utilities or appliances will be at the homeowner's expense. The association offers no guarantees of any plants/trees. The cost of replacement is at the homeowner's expense.

The undersigned homeowner acknowledges she/he understands & will comply with the Conditions of Approval and agrees **no work shall commence until an APPROVAL LETTER** via the management company has been received.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send to: Sentry Management. Email request to: jbuckmaster@sentrymgt.com  
5969 Cattleridge Blvd. Ste. 203  
Sarasota, FL 34232

**Received by Sentry on: \_\_\_\_\_ DATE OF APPROVAL: \_\_\_\_\_ DENIAL: \_\_\_\_\_**