

**POLYNESIAN ASSOCIATION, INC**  
**Change(s) to Villa Form**

**THIS FORM MUST BE FILLED OUT AND SUBMITTED TO THE BOARD OF DIRECTORS**

Date \_\_\_\_\_

To: Board of Directors

I/We request permission to make the following change(s) at: Unit Address  
\_\_\_\_\_ at Polynesian Gardens.

Unit Owners Name \_\_\_\_\_

Phone \_\_\_\_\_

1. State description of the proposed change(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: All projects must be completed within sixty (60) days. If more time is necessary because of the magnitude of the project, justification for an extension must be presented to the Board of Directors for approval. Failure to comply with a reasonable timetable will subject the owner to a daily fine.**

2. Give approximate date the project will be started \_\_\_\_\_

3. Approximate date of completion \_\_\_\_\_

4. Contractor's Name \_\_\_\_\_

5. Include drawing with dimensions of the project.

6. Submit paint samples if plans include changing paint color on doors, shutters, or other trim.

7. All legal documents and permits must be obtained before proceeding with the project.

8. County Permit # \_\_\_\_\_ (if required)

9. Contractor's Certificate of Insurance \_\_\_\_\_ (if required)

**10. NO WORK MAY BEGIN WITHOUT THE WRITTEN APPROVAL OF THE BOARD OF DIRECTORS.**

Owner's signature \_\_\_\_\_

Date \_\_\_\_\_

Board of Director's Approval (three (3) signatures needed)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_

Comments

\_\_\_\_\_

**Copies to:**  Property Manager  Property Maintenance

Owner  President of the Board

