

**Foxwood at Panther Ridge Homeowner's Association, Inc.  
Building Review Board**

**APPLICATION FOR CHANGE IN IMPROVEMENTS  
SHORT FORM**

Please return completed forms to:  
Sunstate Association Management Group  
PO Box 18809, Sarasota, FL 34276  
(941) 870-4920

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**THIS REVIEW IS MANDATORY AND LEGALLY BINDING**

The Foxwood at Panther Ridge Homeowners' Association, Inc. through its Building Review Board (BRB) conducts a building review in order to protect the value and beauty of your home and the homes of your neighbors in Foxwood. When you purchased your tract in Foxwood you agreed to certain provisions. One of the provisions is to submit plans and specifications of proposed improvements for review by the BRB to insure it meets the minimum standards of your community. You and your neighbors agreed to be bound by the decision of the Building Review Board in this matter. It is mandatory that you receive a written approval of the BRB prior to any site preparation and/or any type of construction unless that construction is specifically indicated as being **pre-approved** in the Land Planning Guidebook. If in doubt, please contact the BRB chairperson.

Periodically, the BRB will tour all the tracts in Foxwood to inspect all improvements for compliance with written approvals. The Association will force the removal of all "improvements- for which (a) there is no BRB written approval: or (b) were approved by the BRB but not constructed in compliance with the underlying plans and specifications of that approval. The association must take action against every Owner/Contractor who violates the covenants in Foxwood. This is done to protect every homeowner and preserve the property values of all involved.

**CORRECT APPLICATION FORM AND FEES**

**Do NOT use this form for (use the Long Form):**

Outbuildings, barns, other detached structures and modifications to same:	\$150.00
Additions to primary residence:	\$300.00
New homes (includes associated improvements if part of original submittal):	\$750.00

**Do use this form for:**

- All other applications - No Charge

**APPROVALS AND OTHER PERMITS**

Owners/Contractors are informed that Building Permits issued by Manatee County without the written review and approval of the BRB does not permit you to build in Foxwood. Likewise, a written approval by the BRB without a Building Permit issued by Manatee County does not permit you to build in Foxwood. **BOTH** approvals are **REQUIRED** and are legally binding. The absence of one means **you cannot build until you have BOTH written approvals**. Immediate action will be taken against those who do not comply or who build and vary their construction from the approved plans and/or specifications.

**INSTRUCTIONS**

1. All owners wishing to build any type of structure or improvement in Foxwood must receive written approval from the BRB **prior to any site preparation and/or commencement of any type of construction.**
2. Complete this application fully and accurately. Foxwood at Panther Ridge Homeowners' Association, Inc. and the BRB will require the removal of all construction that has not been approved or construction that deviates in any way from prior written approvals of the BRB.
3. Your application is unique and cannot be compared to other applications either denied or approved.
4. Please answer all questions and provide all documents requested.
5. Please do not submit an application that is incomplete or has any blank spaces. It will be immediately rejected and sent back to you for completion. Submitting a complete package will greatly speed your approval process.

**GENERAL INFORMATION**

Date of application: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Current address: \_\_\_\_\_

City. State. Zip: \_\_\_\_\_

Home telephone: \_\_\_\_\_

Business telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Tract number where improvement(s) will be located: \_\_\_\_\_

Street address of above tract if known: \_\_\_\_\_

Estimated commencement date from time of BRB approval: \_\_\_\_\_

Estimated completion date from time of BRB approval: \_\_\_\_\_

**REQUEST FOR APPROVAL IS BEING MADE FOR THE FOLLOWING CHANGE(S)**

Please make certain that your submittal clearly conveys all aspects of the proposed change(s). The BRB has the right to require additional documents, clarification, and professional/professional equivalent drawings. The request for such clarifying items will delay the approval process. Please attach additional pages as necessary.

Describe the proposed change(s) that will be “visible from a roadway, common area, or an adjoining parcel”:

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Specifications – as appropriate include dimensions, colors and materials:

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Identify the exact location of the proposed change(s) and include a plot plan or survey.

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I understand that any deviations from the approvals granted by the BRB will require additional approval. I further understand that the homeowners’ association has the right to demand modifications to meet the approved specifications and assess all applicable penalties, fines, liens and is indemnified by such actions as set forth by our governing documents. Notwithstanding the foregoing, this application does not replace nor supersede the Protective Covenants & the bylaws of Foxwood at Panther Ridge Homeowners’ Association, Inc.

\_\_\_\_\_  
**Owners Signature**

\_\_\_\_\_  
**Date**

\*\*\*\*\* **Please do not write below this line** \*\*\*\*\*

\_\_\_\_\_  
Date received by management company

\_\_\_\_\_  
Initials of management recipient