The Missions Homeowners Association, Inc.

8306 Mills Drive, PMB 302, Miami, FL 33183
sundancerez@aol.com | www.sundance-missions.com

ARCHITECTURAL MODIFICATION REQUEST

APPLICATION FOR EXTERIOR CHANGES

All external modifications to properties in the Sundance community must be approved in writing by the Architectural Committee (Covenant, Article VII). These include, but are not restricted to, exterior painting, roofing, changes in external openings, driveways, major changes in landscaping including trees, and fences.
An approval letter must be obtained from the Board before starting any exterior modifications.

Date:

Homeowner(s) Name:

Property Address:
(if different from homeowner's address)

Phone #:

Email: *(to send approval letter):*

Block #: **Lot #:**

Please refer to Page 4 (Community Map) to find your Block and Lot number.

TYPE OF PROJECT

(Check all that apply)

- ☐ Roofing
- ☐ Exterior Paint
- ☐ Windows & Doors
- ☐ Driveway
- ☐ Landscaping (including trees)
- ☐ Gate / Fence
- ☐ Other *(please specify):*

PROJECT DETAILS

Please be specific about measurements, colors, styles, materials, etc.

Contractor Name:

Contractor Phone #:

Contractor Email:

Expected Start Date: **Estimated Completion Date:**

SUBMISSION CHECKLIST

(Include the following applicable items)

- ☐ Completed form
- ☐ **$10 check** payable to The Missions Homeowners Association
- ☐ Photos, brochures, or contractor information showing materials, colors and styles
- ☐ Site plan / dimensions *(required for driveways and major landscaping)*
- ☐ Physical roofing tile sample *(with manufacturer, model/profile and color; ACC will contact you)*
- ☐ Any additional information relevant to the project

DO NOT BEGIN WORK UNTIL WRITTEN HOA APPROVAL IS RECEIVED.

Homeowner Signature

Date

PROJECT REQUIREMENTS & INSTRUCTIONS

Please provide the following information based on the type of project. The more complete your submission, the faster the review process.

Project Type	Requirements
Roofing	• Before proceeding, submit a physical sample of the proposed roof tile to the Architectural Committee, including the manufacturer, model/profile, and color. The Committee will approve or disapprove the proposed tile. • **Do not order or install any roofing material or tile until written approval has been issued by the Committee.** • The community maintains a consistent roof standard: the same overall color, appearance, profile, and Spanish/terracotta-style look and feel throughout. A complete roof replacement does not allow an owner to select a different roof style simply because a material or style is not specifically identified in the Covenants. • Other manufacturers may be considered, but the proposed tile must closely match the approved Barcelona 900 Spanish S-curve profile, color, and overall appearance. • Not sure your tile qualifies? Contact the Committee before you buy, and make any contractor agreement subject to written ACC approval. • Roof trims must be painted in "Black Bean" color within 1 month of completed roofing work, and this color must be used every time roof trims are painted. **1 Choose a tile** — Spanish S-curve profile with a terracotta look ▶ **2 Submit a sample** — Physical sample + manufacturer, model/profile, color ▶ **3 Wait for approval** — Written OK from the Committee, then order & install **Previously approved reference tile** Boral – Barcelona 900 · Color: Gold Dust · SKU: 1HBCS7165 *Illustration is representative only. A physical sample is always required.* **Matches the community standard** ✓ Spanish S-curve profile, terracotta / gold tones **Will not match** ✗ A different roof style, profile or color, even if not named in the Covenants
Driveways	• Provide a scheme of the front yard showing the current driveway and the proposed driveway with dimensions. • Indicate materials, color, and surface design. • A flier from the contractor with images is very helpful. • **At least 30% of the surface must remain covered by natural landscaping.** • Include a description of the proposed landscaping along with the driveway. **Surface guide for the front yard** Driveway / hard surface: up to 70% | Landscaping: min 30%

Project Type	Requirements (continued)
Windows & Doors	• Indicate color (white or bronze) and style. • Provide images from the contractor showing the final look of the windows or doors. • Glass tinting is fine, but reflective surfaces (similar to foil) are not acceptable. **White** *approved* · **Bronze** *approved* · **Reflective / foil** *not acceptable*
Landscaping (including trees)	• Minor changes or replacement of plants by similar types does not require a permit. • Major changes, tree planting or removal must be approved by the ACC. • Be specific in the description of the new landscaping and location of the trees. **Minor changes or similar plants** — *No permit needed* **Major changes, tree planting or removal** — *ACC approval required*
Gates & Fences	• Wooden gates and fences are not allowed. • Metal or plastic gates and fences must be white, dark brown or black. • Provide images of similar gates or fences already installed elsewhere. **White** *metal / plastic* · **Dark brown** *metal / plastic* · **Black** *metal / plastic* · **Wood** *not allowed*

HOW TO SUBMIT

Preferred: Submit the completed form and all supporting materials electronically to:
sundancerez@aol.com

Regular Mail: Submit the form and materials to:
The Missions Homeowners Association, Inc. · 8306 Mills Drive, PMB 302 · Miami, FL 33183

Members of the ACC will contact you for samples, clarification, and the check.
Submission by regular mail is accepted but may delay the process by approximately two weeks.

Our community is governed by written documents known as the Declaration of Covenants and the By Laws, which set forth your rights and obligations as a homeowner. Any homeowner who needs a copy of these documents should download them from the Association website or contact the Association.

COMMUNITY MAP — BLOCK & LOT NUMBERS

Use this map to find your property's Block and Lot number. Enter this information on Page 1.

