

# UNIVERSITY PLACE FAST PASS REQUEST FORM

DEPOSIT COMPLETED FORMS IN THE DROPBOX OR EMAIL TO [UPHOA@SUNSTATEMANAGEMENT.COM](mailto:UPHOA@SUNSTATEMANAGEMENT.COM).  
IN MOST CASES, HOMEOWNERS WILL BE NOTIFIED OF APPROVAL WITHIN ONE WEEK OF SUBMISSION.

The Fast Pass Request form should be used for updates that will not alter the exterior view of your property from its current appearance. This form may also be used for hurricane protection updates. Submit this form along with supporting documents via the dropbox located next to the community room at Charles Town Landing pool, or by email at [uphoa@sunstatemanagement.com](mailto:uphoa@sunstatemanagement.com). The request will be reviewed upon receipt and you will be notified with either approval or that the request has been forwarded and will be reviewed at the next ARC meeting.

Homeowner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

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

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*I/We hereby request to make the following change(s), modification(s), or addition(s) as described and depicted on attached forms and/or materials. Include such details as a color picture of the original exterior along with the exterior paint form (must include original paint chips), dimensions, materials, design location, blueprints, permits, and any other pertinent data.*

*Signature of Homeowner(s): \_\_\_\_\_ Date: \_\_\_\_\_*

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|--|--|---|
| <input type="checkbox"/> Lanai Enclosure Re-Screen | <input type="checkbox"/> Gutter Installation   | <input type="checkbox"/> Retractable Dream Screen |
| <input type="checkbox"/> Hurricane Protection**    | <input type="checkbox"/> Roof Replacement ( <i>Permit, Color and Material must be listed</i> ) | <input type="checkbox"/> Window Replacement       |
| <input type="checkbox"/> House Number Replacement  |  | <input type="checkbox"/> Lanai Enclosure Re-Paint |

\*\*Owner is responsible for obtaining and following all applicable county permits, laws, and regulations.

\*\*\*House numbers on address plaques may be repainted in black, or the entire plaque may be replaced with the approved address replacement: Oakview Address Plaque by Frontgate (may be purchased at [www.frontgate.com](http://www.frontgate.com)). *The plaques have been installed at the gatehouse and both recreation centers.*

Property Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Permit received/on file: \_\_\_\_\_ Date: \_\_\_\_\_