

**GENERAL MODIFICATION GUIDELINES
(ARCHITECTURAL REVIEW COMMITTEE)**

The Architectural Review Committee (ARC) establishes and recommends Architectural and Landscape control standards which will maintain the integrity of the community and the harmonious relationship between the structures and the environment. The Committee may establish uniform procedures, guidelines and rules. These guideline and standards which cover the most frequent requests are general in nature and may be amended or added to from time to time. **Each applicant will be considered on an individual basis and no approval or disapproval shall be considered as establishing a precedent.** Evaluation of the proposed work will be based on the effect it will have upon the privacy, light, air and quiet enjoyment of the immediate neighbors, and on the community as a whole.

1. The ARC will consider only written requests in total compliance with the provisions of the paragraphs contained in these guidelines.
2. Any addition to the exterior or alterations and modification shall be compatible with the existing structure in material, color and design.
3. FOR CONDO'S ONLY: Any changes to the interior electrical, engineering, flooring (2nd story condo's only or document specific), plumbing, or to the structural plan must also be submitted in writing for approval.
4. When requesting additions, replacement installation, or renovations to the exterior of a dwellings windows, sliding doors, entry doors, screen enclosures, roofs permits, drawings, samples / colors must be obtained to accompany the ARC request. Same applies to obtaining permits for interior changes (CONDO'S ONLY) to the interior electrical, plumbing, or room structure.
5. Applications in writing must be submitted (14) fourteen days prior to the commencement of any project. If the ARC fails to reply in writing within (30) thirty days, the application shall be considered to have been approved.
6. If any work is found not to be in accordance with the approved applications, the owner(s) shall be notified by the ARC and if not corrected within a reasonable amount of time the ARB may undertake means to correct it, and charge the owner(s) for all costs and/or may impose fines.
7. Applicant owners will be responsible for any damage incurred to any Association common property and insure that there has been no deviation from the approved plans.
8. Specifications, samples, and any colors must be included with the application.

If an Independent Contractor is used, Worker's Compensation and General Liability Insurance Certificates naming the Association must be filed with the management company prior to work commencing.

**ARCHITECTURAL REVIEW BOARD
REQUEST FOR MODIFICATION**

Owner Name: _____ **Association Name:** _____
Property Address Number: _____

Modification Details: Briefly describe work to be performed: _____

Please attach, to this form, supporting drawings, including size, location, description of materials, brochures, color samples, detailed landscaping plans, surveys and any applicable information.

ACKNOWLEDGMENT: I, _____, hereby make this application for approval, pursuant to the applicable provisions of the Amended and Restated Declaration and the ARC Guidelines of the Association, for the architectural change above noted and if said approval is granted, I agree to comply with the conditions stipulated herein. I further acknowledge and reaffirm that the Association has the exclusive right, in its sole discretion, to repair or remedy any damage to the common areas caused by me, my contractor(s) or permittees and that I am directly liable to the Association for any such damage. I agree to pay all invoices for the Association's repair of any common area damage within ten (10) days of its receipt or the Association may impose an assessment against my property and avail itself of such other and additional remedies. I also agree to repair any damages to my neighbors' properties. I agree that the Association, its directors, officers, and the management company will be held harmless for any and all liability related in any way to the change, alteration or addition and any damages resulting therefrom, and to indemnify and hold them harmless from all losses, costs, expenses and attorney's fees related thereto and that I may be prosecuted by my Association should I fail to comply with the restrictions of the Association, or if I intentionally misrepresent information on this Application.

BY SIGNING BELOW I CLEARLY UNDERSTAND THAT THIS MODIFICATION MAY NOT BEGIN UNTIL I HAVE RECEIVED PRIOR **WRITTEN** APPROVAL FROM THE ARC AND THE BOARD OF DIRECTORS. I ALSO UNDERSTAND THAT MY REQUEST MAY OR MAY NOT BE APPROVED. I UNDERSTAND THAT I COULD BE FORCED TO HAVE ANY MODIFICATION REMOVED OR CHANGED AT MY OWN COST SHOULD I BEGIN THE MODIFICATION WITHOUT PRIOR WRITTEN APPROVAL. I UNDERSTAND THAT ANY WORK PERFORMED IN MY UNIT SHALL BE SUBJECT TO THE PROVISIONS OF THE AMENDED AND RESTATED DECLARATION, THE ARCHITECTURAL GUIDELINES PROMULGATED BY THE BOARD OF DIRECTORS OR ARC, AND SUBJECT TO MY SIGNING OF AN APPROVAL AGREEMENT, WHICH MAY INCLUDE ADDITIONAL APPROVAL CONDITIONS.

Date: _____ **Owner(s) Signature(s):** _____

ARCHITECTURAL REVIEW COMMITTEE RESPONSE FORM

Date Application Received: _____

Complete Information Received: Yes No

If No, Additional Information
Required: _____

Date Notified Unit Owner Need Additional Information: _____

Date Received Completed Information: _____

Project **Denied**:

By: _____ Date: _____

Signature

Name: _____

Please Print Name

By: _____ Date: _____

Signature

Name: _____

Please Print Name

By: _____ Date: _____

Signature

Name: _____

Please Print Name

Description of why Project is Denied: _____

Project **Approved** (as submitted):

By: _____ Date: _____

Signature

Name: _____

Please Print Name

By: _____ Date: _____

Signature

Name: _____

Please Print Name

By: _____ Date: _____

Signature

Name: _____

Please Print Name

Project **Approved** (with the Modifications listed): _____

**** Note: Applicant/Unit Owner is responsible to ensure that all municipal approvals are received and that all municipal and Association restrictions are adhered to.**