

## HOA Architectural Review Board (ARB) Application

Owner Name (Print): \_\_\_\_\_ Email: \_\_\_\_\_

HOA Community: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

I am requesting a review of this ARB Request Form for exterior modification, alteration, or addition to my home. Please select the project type and provide a description below. **Only submit one (1) project request per form.**

X	Select One Project:	Detailed Description:
	Fence *	
	Concrete Patio/Lanai *	
	Concrete Driveway Ext. *	
	Plumbing*   Electrical*	
	Ring Doorbell/Cameras	
	Landscaping	
	Outdoor Lighting	
	Screen for Lanai/Front	
	OTHER or Comments	

**NOTE: LICENSED & INSURED CONTRACTORS MUST BE USED FOR THESE EXTERIOR MODIFICATIONS:**

\* Electrical, Plumbing, Fences, Concrete Slabs for Patio, Driveway or Walkway Extension, Excavation

Please attach the following documents, as applicable, with your completed application:

- I, the owner, am doing the work myself.
- Copy of the contractor's professional license
- Copy of the contractor's certificate of insurance
- Print-out displaying the improvement/modification requested above (i.e., color, size, material(s) used)
- Please provide a diagram showing placement of project in relation to the home and yard. Refer to "Application Drawing Requirements" for additional document(s) requested for specific projects.

I Agree:

1. I will not begin this project prior to receiving approval from the HOA Board of Directors.
2. To adhere to all ARB guidelines detailed in my HOA's guidelines and adopted rules and regulations.
3. To abide by the decision of the Board of Directors/CAM. If the modification is not completed as approved/permitted, said approval can be revoked and the modification removed at owner expense.
4. I am responsible for paying to repair/restore all damage done to any common areas or adjoining property resulting from my installation/modification within a reasonable time following completion.
5. To obtain all necessary permits, a final inspection, and will comply with State/County/City Codes.
6. To obtain a current License & Insurance from the contractor/vendor performing work per my HOA Rules.
7. I am responsible for having all public & private utilities located prior to commencing work, which requires digging or excavation. I agree to be responsible for any resulting damage due to this project.

By signing I have read, understood, and agreed to all the above conditions:

➡ Owner's Signature: \_\_\_\_\_ ➡ Date Submitted: \_\_\_\_\_

**Below is for Internal Use Only**

The above request for modification has been reviewed by the Board of Directors, the decision is shown below:

- Approved as submitted (Projects must be completed within 90 days or you will need to request an extension).
- Disapproved - Reason: \_\_\_\_\_
- Approved with Conditions: \_\_\_\_\_

Date Received: \_\_\_\_\_ Reviewed by Board of Directors/CAM: \_\_\_\_\_