

Avila @ Palencia

C/o Watson Association Management Inc.
1410 Palm Coast Parkway NW
Palm Coast, FL 32137
Phone – 386-246-9270

Submission of Plans to Architectural Review Committee (ARC)
If no ARC is in place, the Board of Directors will receive submissions

Owner's Name _____

Owner's Address _____

Owners Phone Number _____

Date Submitted: _____ Date Received by ARC: _____

Email: _____

In accordance with the Associations Covenants & Restrictions, I hereby request the Association consent to make the following changes, alterations, renovations, additions and/or removals to my Condominium.

Provide brief description of your request:

(Submit Plans or a sketch of your request on a copy of your survey, to fully define the project.)

Is this an amendment to a previous request? YES _____ NO _____

If Yes, approximate date of previous request: _____

I understand that under the Covenants, the Committee will act on this request and provide me with a written response to their decision within 30 days of my request. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense, and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workmanlike manner by myself or a contractor.

4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other homeowners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors and employees who relate to this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, regulations and understand and requirements in connection with this work, and I will obtain any necessary government permits and approvals for his work. I understand and agree the Condominium Association, its Board of Directors, its agents & the Committee have no responsibility with respect to such compliance and that the Board of Directors or designated committee's approval of this request shall not be understood as the aiming of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation or governmental requirement.

Owners Signature: _____ Date: _____

Attach all pertinent information including drawings, photographs and/or catalog cuts. You may expect written responses to the request for review with 30 days or less of our receipt.

Mail to: Attn: **Avila @ Palencia**
c/o Watson Association Management
1410 Palm Coast Parkway NW
Palm Coast, FL 32137
or
Email: jameslurkins@watsonrealtycorp.com