

Coquina Ridge Homeowners Association, Inc.

C/o Watson Association Management
1410 Palm Coast PKWY, NW
Palm Coast, FL 32137
Phone -904-436-1447

Submission of Plans to Architectural Review Committee (ARC)

Owner's Name _____

Owner's Address _____

Owners Phone Number _____

Email address _____

Date Submitted: _____ Date Received by ARC: _____

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 home.

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 of 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 inconvenient 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 are connected with 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 that the Homeowner's 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.
8. I understand that if the Committee should deny my request, I may appeal their decision to the Board of Directors, who will consider my appeal during the next regularly scheduled Board Meeting.
9. I understand that a decision by the Committee is not final and that the Board of Directors may reverse or modify a decision by the Committee upon the written application of any Owner made to the Board of Director with ten (10) days after the Committee makes its decision.

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: **Coquina Ridge Homeowners Association**
1410 Palm Coast PKWY, NW
Palm Coast, FL 32137
Email: SueWilson@WatsonRealtyCorp.com