

May 2022

**Southwood Owners Association, Inc. (SOA)**

c/o Watson Association Management, Inc.

1410 Palm Coast Parkway NW

Palm Coast, FL 32137

Phone: 904-436-1447

**Submission of Plans to Architectural Review Committee (ARC)**

Owner's Name: \_\_\_\_\_

Owner's Property Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

In accordance with Article VIII of the Declaration of Covenants and Restrictions for Southwood, I request SOA's consent to make the following exterior changes, alterations, renovations, additions and/or removals to my home. (Briefly describe.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Is this an amendment to a previous request? YES \_\_\_\_\_ NO \_\_\_\_\_.

If YES, give the approximate date of your previous request: \_\_\_\_\_.

To accompany your application, submit your plans to support the request along with a copy of your survey showing the proposed changes to fully define the project. A survey is not required for roofs, windows, garage doors, skylights, gutters, downspouts, or painting your home.

In accordance with Section 8(1)(a) of SOA's Covenants and Restrictions, the ARC will act on your plans within 30 days of receiving a complete application and will provide written notice of the ARC decision within 45 days.

By signing and submitting this application to the ARC, you are hereby agreeing to comply with the following conditions:

1. No work or commitment of work will be made by me until I receive written notice of approval of my application from SOA/ARC.
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 all work will be done in a good workmanlike manner by me 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 are connected with this work.
7. I understand the requirements in connection with this work and I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, and regulations. I will obtain all necessary government permits and approvals for this work. I understand and agree that SOA, its board of directors, its agents, and the ARC have no responsibility with respect to such compliance. I understand and agree that approval of this request by SOA/ARC or the board of directors does not represent or warrant that the plans, specifications, or work comply with all applicable laws, regulations, codes, and other governmental requirements.
8. I understand that if the ARC denies my request, then I may appeal its decision to the board of directors which will consider my appeal during its next regularly scheduled meeting.
9. I understand that a decision by the ARC is not final and that the board of directors may reverse or modify an ARC decision, including upon my written appeal to the board of directors if made within thirty (30) days of the date of the ARC's decision.

Signature of Owners: \_\_\_\_\_

Date: \_\_\_\_\_

**ALL landscaping, tree removal, patio extensions, propane tanks, and fence installations require a survey with the proposed changes clearly drawn on the survey.** Submit this application with all pertinent information (plans, drawings, survey, photos, catalog cuts, etc.) to:

Via mail: Southwood OA  
c/o Watson Association Management  
1410 Palm Coast Parkway NW  
Palm Coast, FL 32137

Email: [SueWilson@WatsonRealtyCorp.com](mailto:SueWilson@WatsonRealtyCorp.com)

*ARC meetings are held on the 3rd Tuesday of the month; however, November and December meeting dates may change due to the holidays. Please refer to the bulletin board posting (located in the pool parking lot) for meeting dates. Submissions to the ARC are due no later than one week prior to the meeting date in order to be placed on that month's agenda.*

*The ARC will provide written notice of its decision within 45 days from receipt of a complete application.*