

Updated April 25, 2025

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 the Architectural Review Committee (ARC)

Owner's Name: _____

Owner's Property Address: _____

Owner's Phone Number: _____

Owner's Email Address: _____

Following 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. (Detailed Description)

_____.

Is this an amendment to a previously **approved** request? YES ____ NO ____

If YES, provide the approximate date of your previous request _____

To accompany your application, submit your plans to support the request and a copy of your survey showing the proposed changes to fully define the project. A survey is not required for roofs, garage doors, skylights, 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 30 days. Based upon initial review, you may be requested to provide additional information.

ARC process:

Once a completed submission is received, the ARC submission will be sent to the ARC via email for a decision. The owner will receive the ARC's decision within 30 days. If the ARC feels they need to call a meeting to discuss the submission, a meeting will be scheduled, and the submission's owner will be notified no less than 48 hours before the meeting date.

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

1. I will not work or make a work commitment 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. Once commenced, all work will be done expeditiously and 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 the performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees connected with this work.
7. I understand the requirements in connection with this work, and I will ensure compliance 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. If the ARC denies my request, 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, window replacements, gutter and downspout installation, patio extensions, room additions, Lanai changes, propane tanks, and fence installations, not limited to the above, 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