

# Sunset Inlet

C/o Watson Association Management, 1410 Palm Coast Parkway NW, Palm Coast, FL 32137

## Sunset Inlet HOA ARC Request Checklist

\_\_\_\_\_ Sunset Inlet ARC Application packet includes : Application Form, Waiver of Liability Form, Completion Form, Deposit Guidelines

\_\_\_\_\_ 2 sets of Engineered Plans including Site Plan

\_\_\_\_\_ Copy of contract for work being done

\_\_\_\_\_ Copy of contractor license & insurance

\_\_\_\_\_ Owner Damage Responsibility Form for irrigation, landscaping or road damage

\_\_\_\_\_ Deposit (amount determined from Deposit guidelines form)

Amount : \_\_\_\_\_

Note : Any property damage caused will be deducted from the Construction Deposit prior to refund.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ARC Committee Signature

\_\_\_\_\_  
DATE

Please return the complete package to :

Susan Matthews at [smatthews@watsonrealtycorp.com](mailto:smatthews@watsonrealtycorp.com) Fax : 386-246-9271 or mail to :

Sunset Inlet HOA, C/O Watson Association Management, 1410 Palm Coast Pkwy NW, Palm Coast FL 32137

Susan Matthews, CAM Direct : 386-246-9274

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## ADDENDUMS TO ARC

If it is required during the construction of a pool on an owners lot any and all irrigation piping, electrical equipment or connections and all ancillary items must be maintained in a working condition during the entire process from start to completion. If the irrigation system needs to be disconnected it is required within 24 hours to be reconnected and functioning. At the owners expense Yellowstone Landscape must be present to inspect and function check after the temporary reconnection. At completion of the project, the permanent reconnection shall also be inspected and approved by Yellowstone Landscape also at the owners expense.

**SUNSET INLET HOMEOWNERS' ASSOCIATION**  
**APPLICATION FOR ARCHITECTURAL ALTERATIONS**

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

Address of Unit: \_\_\_\_\_ Phone #: \_\_\_\_\_

DESCRIBE IN DETAIL TYPE OF ALTERATION AND MATERIALS (INCLUDING COLOR) TO BE USED.

Estimated Beginning Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

An application requesting approval of any alteration, which occurs outside the exterior walls of the building and therefore in the common element **MUST BE ACCOMPANIED BY A SKETCH DETAILING LOCATION, SIZE, TYPE OF CONSTRUCTION, AND ANY OTHER PERTINENT INFORMATION.**

**IF APPROVAL IS GRANTED, IT IS NOT TO BE CONSTRUED TO COVER APPROVAL OF ANY FLAGLER COUNTY CODE REQUIREMENTS. A BUILDING PERMIT FROM FLAGLER COUNTY BUILDING DEPARTMENT IS NEEDED ON MOST PROPERTY ALTERATIONS OR IMPROVEMENTS. IT IS THE UNIT OWNER'S RESPONSIBILITY TO OBTAIN ALL BUILDING PERMITS.**

All work must be completed within (3) months from the date of approval. If (3) months should lapse before completion, a new application and a note of explanation for the delay must be submitted to the Sunset Inlet Board of Directors through the Management office.

Sunset Inlet Homeowners' Association  
Application for Architectural Alterations

As a condition precedent to granting approval of any request for a change, alteration(s) or addition to an existing basic structure, the applicant, heirs and assigns, thereto, hereby assumes sole responsibility for the repair, maintenance and/or replacement of any such change, alteration and/or addition. It is understood and agreed that the Sunset Inlet Homeowners' Association is not required to take any action to repair, replace or maintain any such approved change, alteration and/or addition or any damage resulting therefrom for any reason to the existing original structure or any other property. THE UNIT OWNER ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND MAINTENANCE.

PLEASE CONFIRM COMPLETION OF THE ALTERATION(S) BY FILLING OUT AND RETURNING PAGE 4 OF THIS APPLICATION TO THE MANAGEMENT OFFICE.

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

Owner's Signature: \_\_\_\_\_

**For ARC Use:**

Approved: ( )

Denied: ( )

Conditional Approval: ( )

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
ARC  
Sunset Inlet ARC

\_\_\_\_\_  
Date

Sunset Inlet Homeowners' Association  
Application for Architectural Alterations

WAIVER OF LIABILITY

THE UNDERSIGNED OWNER, ITS SUCCESSORS AND ASSIGNS HEREBY  
AGREE AS FOLLOWS:

1. The Association, its Board of Directors, and its Management Company shall not have any liability associated with any change by the owner.
2. The Owner shall indemnify and defend, by legal counsel chosen by Board of Directors, and save the Association, its Board of Directors and its Management Company harmless from any and all liability, damage, expense, causes of action, suits, claims, or judgments, including court costs and attorney fees arising from any of its decisions to approve or deny the application for architectural alterations and any construction of the project.
3. The Owner shall be responsible for the maintenance, repair and replacement of any change made.

Owner's Signature: \_\_\_\_\_

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

Address of Unit: \_\_\_\_\_



**Sunset Inlet Homeowners' Association  
Application for Architectural Alterations**

**COMPLETION FORM**

**PLEASE COMPLETE THIS FORM AND RETURN IT TO THE MANAGEMENT OFFICE.**

Owner's Signature: \_\_\_\_\_

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

Address of Unit: \_\_\_\_\_

**PLEASE CHECK APPROPRIATE SPACE:**

( ) WORK HAS BEEN COMPLETED      Date of Completion \_\_\_\_\_

WORK CANNOT BE COMPLETED AT THIS TIME BECAUSE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Sunset Inlet ARC – Deposit on Improvement projects

### Program :

1. Maintenance projects (without digging) are exempt from security deposits
  - a. Includes minor landscaping, painting with same colors, pressure washing, replacement of boat lift motors, etc.
  - b. Notarized waiver of liability agreement that homeowner responsible for any damage caused by their contractor required for any project
2. Deposit schedule :
  - a. All improvement projects regardless of size must submit ARC request package to project management and work cannot start without approval
  - b. Projects greater than \$2000 estimated value with 15% of project value (max of \$5000) with (no deposit on projects less than \$2000 if no digging or heavy machinery used)
  - c. Projects that include digging or use of heavy machinery require a deposit for any amount of work done and a minimum deposit of \$500 will be applied.

### Special considerations and constraints :

1. Consult with Property Management prior to digging on any project
2. Boat lifts must be side mounted motors and hard wired control boxes (no plugs) with appropriate safety covers over exposed conduit
3. Homeowner must sign waiver of liability agreement (notarized) to cover any damage caused by their contractor
4. Any changes to home exteriors (paint, hardscape, decks) must be approved by ARC
5. AC Unit enclosures are pre-approved as long as the homeowner uses the approved product. Please consult with an ARC member or Property Management for information on the approved fence.
  - a. Note : Also consult with landscape contractor before digging any holes to install the enclosure
6. Contractors must be licensed & insured (as appropriate). This information should be included with any submitted ARC request