

# Village Drive Owners Association

A beach town destination!

## ARC FORM

Date•

Name:

Phone:

Property Address w/Unit #:

Description of Alteration of Lot:

Who will be performing the work? If other than owner, list contractor & license # with phone #:

Materials list:

File upload, including photos:

Expected Commencement date:

Expected Completion date:

In accordance with the Declaration of Covenants, Conditions and Restrictions and the Association's Rules and Regulations, installation must conform to this approval and the Association's guidelines.

Incomplete applications will be automatically disapproved or may be modified by the Association and returned to the owner for clarification and resubmission. Once the Association disapproves an ARC Application within the 30-day consideration period, the burden of the Association to approve, disapprove, or modify the ARC Application has been met. The process of approval, disapproval, or modification shall continue until the Association has approved the ARC application or the owner has withdrawn the application in writing.

No work will begin until written approval is received from the Association. Upon approval, 60 days from the approval date are allowed to complete the work. If additional time is required, an extension may be requested in writing.

1. All work will be done expeditiously once commended and will be done in a professional manner by a licensed contractor or myself.
2. All work will be performed timely and in a manner that will minimize interference and inconvenience to other residents.
3. I assume all liability and will be responsible for all damage to other lots and/or common areas, which may result from the performance of this work.
4. I will be responsible for the conduct of all persons, agents, contractors, subcontractors, and employees who are connected to this work.

5. I am responsible for complying with all federal, state, and local laws, codes, regulations, and requirements in connection with this work and will obtain any necessary permits and approvals.
6. Upon receipt by the Management Company, this application will be forwarded to the Association Board and Secretary. Once officially received by the Secretary, applicants will be notified in writing of approval or denial within 30 business days.
7. ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THE ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS. THIS INCLUDES THE CLEANUP AND DISPOSAL OF ALL BUILDING MATERIALS AND DEBRIS RESULTING FROM THESE MODIFICATIONS AND THE MAINTENANCE OF THE MODIFICATIONS ACCORDING TO DECLARATIONS OF COVENANTS, RESTRICTIONS AND EASEMENTS, VILLAGE PHASE III, ARTICLE III, PROTECTIVE COVENANTS AND RESTRICTIONS, SECTION 14. ANY MODIFICATION IS SUBJECT, UPON THE REQUEST OF A FUTURE BOARD AND AT THE EXPENSE OF THE OWNER, TO BE WERTED TO THE ORIGINAL CONVEYANCE BY THE DEVELOPER.

I hereby request the consent of the Architectural Review Committee to make the following changes, alterations, renovations and/or additions to my property:

Owner Signature signifies understanding of items 1-7, and the paragraph preceding them:

Signed:

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Approved by:

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Approval date:

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