**LAKE PARK AT TOWN PARK HOMEOWNERS ASSOCIATION, INC.**

c/o Campbell Property Management
12460 Ellsworth Blvd, Port St. Lucie, FL 34987
(772) 262-5484 | lakeparkadmin@campbellproperty.com

INSTRUCTIONS FOR APPLICATION TO
ARCHITECTURAL REVIEW COMMITTEE TO MODIFY PROPERTY

The attached Application to Architectural Review Committee to Modify Property (completed and signed) must be submitted to the Architectural Review Committee with the following:

- ☐ One (1) complete set of plans and specifications prepared by an architect, landscape architect, or engineer (as may be necessary) or plans and specifications prepared by the owner (if appropriate) showing the nature, kind, shape, height, materials, color, and location of the proposed modification(s)
- ☐ One (1) copy of the final lot survey indicating the location and dimensions of the proposed modification(s)
- ☐ Photo(s) of the area in which the modification(s) will be done
- ☐ Paint sample(s) or paint color names (if painting)
- ☐ Photo/brochure showing material(s) (if applicable)
- ☐ Contractor's name, address, telephone number, and email address
- ☐ Copy of the contractor's license or certificate of competency
- ☐ Proof of contractor's insurance

If any information submitted is determined by the Architectural Review Committee to be incomplete or insufficient, the Architectural Review Committee may request and require the submission of additional or supplemental information which must be submitted by the owner within fifteen (15) days of the request.

Approval, conditional approval, or disapproval will be provided to the owner within thirty (30) days after the Architectural Review Committee's receipt of the Application to Architectural Review Committee to Modify Property, above listed items, and all additional or supplemental information as may be requested and required by the Architectural Review Committee. If submitted plans and specifications are not approved within such thirty (30) day period, such plans and specifications shall be deemed rejected.

The Association and ARC reserve the right to conduct inspections of work in progress to ensure compliance with approved plans. If an inspection reveals unauthorized modifications or deviations from approved specifications, the Association may issue a stop-work order until corrections are made or additional approvals are obtained. Upon project completion, homeowners must notify the ARC for a final inspection to verify compliance. Homeowners are also required to submit clear photo documentation of the completed project as part of the final approval process. Any deviations found during this inspection may require remediation at the homeowner's expense.

The owner is solely responsible for the sufficiency of plans and specifications, for the quality of construction performed, and to obtain all required permits and approvals from all governmental authorities having jurisdiction. A copy of all such permits and approvals must be provided to the Architectural Review Committee before work is to begin.

As further set forth in Section 21.19 of the Declaration of LakePark, each owner is deemed to have agreed to indemnify and hold LakePark at TownPark Homeowners Association, Inc. and the Architectural Review Committee harmless from and against all costs, claims (whether rightfully or wrongfully asserted), damages, expenses, or liabilities whatsoever (including, without limitation, reasonable attorneys' fees and costs, pre-trial and at all levels of proceedings, including appeals), arising out of any review of plans by the Architectural Review

Committee, except as otherwise expressly prohibited by section 720.3035, Florida Statutes.

Any modification or construction approved by the ARC must be maintained in good condition by the homeowner, unless otherwise provided in the governing documents. Landscaping modifications approved by the ARC, for instance, are maintained by the Association, though the homeowner may be individually assessed for any costs exceeding standard maintenance. Owners are not subject to violations for failing to maintain ARC-approved landscaping. Other modifications, such as fences, paint, or structural additions, remain the homeowner's responsibility and must be properly maintained.

Certain modifications, including but not limited to major landscaping projects, fence installations, and pool construction, may require neighbor notification before submission to the ARC. While adjacent neighbors do not have the authority to approve or deny applications, their awareness of potential disruptions is required to foster a cooperative community environment. Homeowners should document these notifications and submit them with their application when applicable.

Homeowners must also adhere to restrictions regarding construction work hours to minimize disruption to neighbors. Construction and modification work may only take place between 8:00 AM and 6:00 PM Monday through Friday, 9:00 AM to 4:00 PM on Saturdays, and is strictly prohibited on Sundays and major holidays. Any deviation from these restrictions must be approved by the HOA in advance. Additionally, excessive noise, such as loud machinery or demolition, must be minimized outside of regular work hours.
The Association and ARC reserve the right to conduct inspections of work in progress to ensure compliance with approved plans. If an inspection reveals unauthorized modifications or deviations from approved specifications, the Association may issue a stop-work order until corrections are made or additional approvals are obtained. Upon project completion, homeowners must notify the ARC for a final inspection to verify compliance. Any deviations found during this inspection may require remediation at the homeowner's expense.

Seasonal or temporary modifications, such as holiday decorations, temporary fencing, or portable sheds, must comply with established HOA guidelines. Holiday decorations, for example, must be removed within 30 days following the end of the holiday period. Any temporary structure that remains beyond the allowable timeframe without ARC approval may be subject to removal by the Association.

Failure to obtain ARC approval before making modifications to a property is considered a violation of the governing documents and may result in enforcement action, including fines or mandatory removal of the modification at the homeowner's expense. If a homeowner repeatedly violates ARC guidelines, additional penalties, including increased fines and heightened scrutiny on future modification requests, may be imposed.
If an application is denied, the homeowner has the right to appeal the decision to the Board of Directors. Appeals must be submitted in writing within 15 days of receiving the ARC's decision. The Board will review the appeal at the next scheduled Board meeting and will provide a final determination, which may affirm, overturn, or modify the ARC's decision.

All homeowners are encouraged to carefully review the community's Village Standards and governing documents before submitting an application. Questions regarding the ARC process, application requirements, or specific modification guidelines should be directed to the HOA management team before submitting an application. Ensuring compliance with these guidelines helps maintain the integrity, aesthetics, and property values of the LakePark at TownPark community.

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APPLICATION TO ARCHITECTURAL REVIEW COMMITTEE TO MODIFY PROPERTY

Name of Owner(s): _____

Home (Lot) Address: _____

Phone #: _____ Email: _____

In accordance with requirements set forth in the Declaration of LakePark, the Village Standards, and other rules and regulations promulgated by the Architectural Review Committee, I hereby request approval for the following modification(s): (Describe here the modification(s) requested and attach additional pages, if necessary.)

_____

_____

_____

Modifications may require the approval of TownPark Master Association, Inc. and Tradition Community Association, Inc. NO WORK MAY COMMENCE UNTIL THE OWNER HAS RECEIVED WRITTEN APPROVAL FROM THE ARCHITECTURAL REVIEW COMMITTEE; TOWNPARK MASTER ASSOCIATION, INC.; AND TRADITION COMMUNITY ASSOCIATION, INC., AS APPLICABLE.

_____ _____
Owner's Signature Date

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**FOR ASSOCIATION USE ONLY:**

Date Received: _____ Account #: _____

Request is:

_____ Approved _____ Conditionally Approved _____ Disapproved _____ Incomplete

Information required / Condition(s) for Approval / Reason(s) for Disapproval:

_____

_____

_____

_____ _____
Architectural Review Committee Signature Date

## LakePark at TownPark Homeowners Association, Inc.

### ARC Application Checklist for Applicants

This checklist is included to help you organize required documentation. Having the appropriate documents submitted with your completed application will expedite the process. Please provide the following that are applicable to your modification.

- **Copy of Property Survey** indicating property modification _____
- **Plans from Contractor** including size, color and location _____
- **Plans from Property Owner** including size, color and location _____
- Copy of **Contractor License/Certificate of Competency** _____
- Copy of **Contractor Insurance** _____
- **Paint Sample or Color Names** if Painting _____
- **Photo/Brochure** showing material if applicable _____
- **Photo(s)** of where property modification will take place _____
- Copy of **Building Permit** once approved _____
- **Pool** requires **$1000 deposit** _____
- Return Completed, Signed Application _____