

APPLICATION TO ARCHITECTURAL REVIEW COMMITTEE TO MODIFY PROPERTY

To be filled in by Applicant (please print):

Name of Applicant(s): _____ Village: _____

Mailing Address: _____

Unit (Lot) Address: _____

Contact Phone #: _____ Email: _____

In accordance with requirements of the Architectural Review Committee of the Master Association and the requirements of the Village Association to which I belong, I hereby request approval for the following modifications. Describe here the modification(s) requested. Please use additional sheet if necessary.

NO WORK MAY COMMENCE UNTIL BOTH THE ARCHITECTURAL REVIEW COMMITTEE (ARC) AND THE VILLAGE ASSOCIATION BOARD HAVE REVIEWED THIS APPLICATION AND RETURNED A LETTER OF APPROVAL TO YOU.

Applicant's Signature

Date

FOR OFFICE USE ONLY:

Date Received: _____

Account #: _____

Village Association Action Taken:

Request is Approved _____ Conditionally Approved _____ Disapproved _____ Incomplete _____

The following information is required or approval is conditional upon: _____

Village Association Board of Director Signature: _____ Date: _____

Master Association Architectural Review Committee (ARC) Action Taken:

Request is Approved _____ Conditionally Approved _____ Disapproved _____ Incomplete _____

The following information is required or approval is conditional upon: _____

ARC Signature: _____ Date: _____

Instructions:

1. Complete all items. Sign where required above. Submit to the Property Manager. It will be reviewed by the ARC and the Village Association Board.
2. One (1) complete set of plans and specifications prepared by an architect, landscape architect, engineer, etc. or property owner plan shall be attached to this application.
3. Information contained in these plans and specifications must show the nature, kind, shape, height, materials, color scheme and location of the requested or alteration, depending on the type of modification requested.
4. One (1) copy of the final Lot Survey indicating the location and dimensions of the proposed modification(s) is also to be attached.
5. Submit photo(s) of the area in which the modification(s) will be done.
6. Contractor's information such as name, address, copy of license or certificate of competency and proof of insurance must be obtained by the applicant and a copy furnished to the ARC.
7. All applicable governmental permits or approvals must be obtained by the applicant and a copy furnished to the ARC before work is to begin.
8. As a condition precedent to granting any request for a change, alteration, or addition, the applicant, his heirs and assigns, hereby assumes sole responsibility for the repair, maintenance, or replacement of any such addition, alteration, or change and shall indemnify and hold each Association harmless from and against all claims, causes of action and expenses (including attorneys' fees) made against each Association in connection with, or as a result of, the modification to be performed under this request.
9. The applicant assumes all responsibility for any infringement on or interference with existing facilities and easements on the property.
10. Approval of this request does not constitute approval of the structural integrity or building code conformance of the requested modification(s) and is intended solely to maintain harmonious visual aesthetics within the community.
11. An approval or denial will be delivered within thirty (30) days after the ARC's receipt of this application together with all required materials. If plans are not approved within thirty (30) days, such plans shall be deemed rejected.

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 which are applicable to your modification.

- Copy of your Property Survey indicating property modification _____

- Plans from your Contractor including size, color, and location. _____

- Plans from Property Owner including size, color, and location. _____

- Copy of Contractor’s License _____

- Copy of Contractor’s Insurance _____

- Paint Sample or Color Names (if painting) _____

- Photo/Brochure showing material(s), if applicable _____

- Photos of where the property modification will take place _____

- Copy of Building Permit once approved. _____

- Room Addition requires a \$500 deposit. _____

- Return completed and signed Application (along with deposit, if applicable) _____

LakePark at TownPark Homeowners Association, Inc.
Architectural Review Committee (ARC) Damage Waiver

_____ and _____
("Owners") of _____, Port St. Lucie, Florida, submit the request to the Architectural Review Committee ("ARC"), for written approval of the attached plans and specifications or drawings ("Plans") for the construction of the improvements shown on the Plans (the "Improvements"). The Owners acknowledge and agree that they Shall be responsible for any and all damage to roadways, sidewalks and landscaped areas and any other common areas governed by the Association or any other properly within TownPark ("Property") in connection with or arising out of the construction or the improvements.

Without in any way limiting, and in addition to the rights and remedies of the Architectural Review Committee ("ARC") and the homeowners association(s), the Owners hereby agree to repair or restore any damage to the Property caused by or resulting from the acts or omissions of the Owners, or the Owners' contractors and agents in connection the construction of the Improvements. The Owners shall be liable to the Association for any cost required to affect the repairs to or restoration of the Property or to pay any claim for injury or damage to the Property.

Dated: _____, 20____ x _____

LakePark at TownPark Homeowners Association, Inc. acknowledges receipt of this Waiver
and agrees *io* act in accordance with the terms of the Application.

THE ARCHITECTURAL REVIEW COMMITTEE ON BEHALF OF
LakePark at TownPark Homeowners Association, Inc.

Dated: _____, 20____ by: _____