

THE GROVES HOA ARCHITECTURAL REVIEW REQUEST FORM

PROPERTY OWNER NAME: _____ LOT #: _____
 PROPERTY ADDRESS: _____
 MAILING ADDRESS: _____
 PHONE: _____
 EMAIL: _____

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. I hereby request the boards consent to make the following changes, alterations, renovations and/ or additions to my property:

Please select the category of the request:

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Fence | <input type="checkbox"/> Screen enclosure | <input type="checkbox"/> Gutters |
| <input type="checkbox"/> Swimming Pool / Spa | <input type="checkbox"/> Exterior Color | <input type="checkbox"/> Solar Panels |
| <input type="checkbox"/> Lawn Ornament | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Patio/Pavers | <input type="checkbox"/> Sod Replacement | |

Describe briefly the change, addition and installation and the location:

(i.e. replacing roof, landscape change, new windows or doors, repainting exterior, fence installation, driveway or sidewalk changes, etc.)

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

1. No work will begin until written approval is received from the Association. I have 6 months from the approval date to complete the work, unless otherwise stated in the Architectural Guidelines. If not, then I must reapply for approval.
2. Attach a copy of the property survey that shows the locations of the proposed change, alteration, renovation or addition. Attach drawings of your plan(s). Attach color samples, if applicable or required by the Architectural Guidelines.
3. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed and insured contractor or if permitted myself that will minimize interference and inconvenience to other residents.
4. Within 90 days of completion, I will contact the Management Company with proof of completion. (Vendor verification of completion and/or pictures).
5. I will obtain a fully executed property access agreement for any areas of neighbors' property, which may need access to perform this work.
6. I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who relate to this work. Vendors are NOT allowed to put advertisement signs up. Vendors MUST remove their own trash.
7. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
8. Upon receipt, the property manager will forward the ARC Application to the associations board. A decision by the board may take up to 45 days from receipt. I will be notified in writing when the application is either approved or denied. Not receiving an approval doesn't not waive the requirement to have written approval before work begins.

DID YOU INCLUDE ALL REQUIRED ITEMS?

- Copy of the plat/lot survey with the location of the changes clearly drawn and labeled
- Vendor proposal showing kind, shape, height, materials and color to be used and the location of the proposed alteration
- Drawings/diagrams/sketches/pictures of plans or items
- Colorsamples and/or color picture or vendor brochure showing what the item will look like when completed where applicable
- Executed property access agreement
- Vendor/Contractors current liability insurance

Owner Signature: _____

Date: _____

A R C COMMITTEE USE ONLY – DO NOT WRITE IN THIS BOX

THIS REQUEST IS HEREBY:	<input type="checkbox"/> Denied <input type="checkbox"/> Approved as submitted <input type="checkbox"/> Approved with Conditions: _____
-------------------------	---

ARC or Board Member Signature: _____ Date: _____

Date Received from Owner: _____ Delivered to Assn.: _____ Decision to Owner: _____

Approval Expiration Date: _____