

LUNA BAY HOMEOWNERS' ASSOCIATION, INC.
ARCHITECTURAL REVIEW REQUEST FORM

This request form is to be completed by the Owner & submitted for approval **BEFORE** any work commences. Please refer to the Association's Declaration Of Covenants, Conditions, And Restrictions for a description of the ARCHITECTURAL guidelines and their purpose.

ASSOCIATION NAME: Luna Bay Homeowners Association Lot #: _____
 Owner Name: _____
 Property Address of Proposed Work: _____
 MAILING ADDRESS (if different from above): _____
 Phone (Home): _____ (Alternate): _____
 Email Address(es): _____

In accordance with the Association's Declaration of Covenants, Conditions and Restrictions, Rules and Regulations, I request the Board's consent to make the proposed changes, alterations, renovations and/ or additions to my property:

Please select the category of the request (please use a separate form for each category/scope of work):

- | | | | | |
|---------------------------------------|----------------------------------|--------------------------------------|---|---|
| <input type="checkbox"/> Fence | <input type="checkbox"/> Gutters | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Exterior Paint | <input type="checkbox"/> Windows/Doors |
| <input type="checkbox"/> Pool / Spa | <input type="checkbox"/> Roof | <input type="checkbox"/> Driveway | <input type="checkbox"/> Screen Enclosure | <input type="checkbox"/> Hurricane Shutters |
| <input type="checkbox"/> OTHER: _____ | | | | |

DESCRIBE THE Change/Addition/Installation and the LOCATION: (i.e., screen enclosure, replacing roof, landscape change, new windows/doors, painting exterior, fence install, driveway changes, etc.) Be sure to include all necessary specifications and attach copies of plans, estimates or pictures, paint color sample(s), landscaping for pools, etc. _____

Location: _____ Dimensions: _____
 Material(s): _____ Color(s): _____

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

1. No work will begin until approval is received pursuant to the Association's Declaration of Covenants, Conditions and Restrictions.
2. All requests must conform to all local zoning and building regulations and you must obtain all necessary permits if the Association approves your request. I am responsible for complying with all applicable governmental federal, state and local laws, codes, statutes, ordinances, rules, regulations, orders, decrees and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work if the Association approves your request.
3. If the proposed work requires access to any areas of neighbors' property, I will obtain a fully executed property access agreement.
4. In addition to those listed below where applicable, the Board may require submission of additional plans and specifications or other information prior to reviewing or approving an ARC request. Until the Board receives all required plans and specifications it deems appropriate, the ARC is considered incomplete, and the Association may postpone review of any plans submitted for approval.
5. Upon receipt of an ARC Application, the property manager will forward the information to the Board. A decision by the Association may take up to 45 days after receipt of a completed ARC Request (all required documents & information needed to approve or reject any such plans). I will be notified in writing when the application is either approved or denied. Not receiving an approval does not waive the requirement to have approval by the Association before work begins pursuant to the Association's governing documents.
6. Upon the completion of the proposed work for which an approved ARC form is required, I am required to give **written notice of completion** to the Association and that the Board (or its duly authorized representative) may inspect such completed work.
7. I have attached and included all required items listed below:

Initials	
	Copy of the plat/lot survey with the location of the proposed changes clearly drawn and labeled.
	Drawings/diagrams/sketches/pictures of plans or items.
	Vendor proposal showing kind, shape, height, materials & color to be used.
	Color samples, pictures or vendor brochure showing what the item will look like when work is completed.
	Vendor's/Contractor's current license and insurance certificates, if applicable.
	Executed property access agreement, if applicable

Owner Signature: _____ Date: _____

ARC COMMITTEE / BOARD USE ONLY – PLEASE DO NOT WRITE IN THIS BOX

THE REQUEST IS HEREBY: **Denied** **Approved as submitted** (with all and subject to accompanying documents/correspondence provided with the Board's Decision)

Approved with Conditions: _____
 See Attached Additional Conditions (if applicable or not enough space above)

ARC / Board Member Name: _____ Signature: _____ Date: _____

Date Completed ARC Rec'd by Assn: _____ Decision to Owner: _____

Please Return Completed Form along with all required or requested documents (Plans, Plot Site Plan, Samples, Pictures, etc.) to: Via EMAIL: Justin Patterson (JPATTERSON@PCMFLA.COM) OR
 Via MAIL to: JUSTIN PATTERSON, Progressive Community Management 3701 S. Osprey Ave., Sarasota, FL 34239