

ARCHITECTURAL CHANGE FORM

Log #: _____
Rec'd: _____

Log Out: _____

Homeowner: _____
Street: _____
City: _____

Date: _____
Home Phone: _____
Work Phone: _____

Site Address: _____

Description of change:

The undersigned acknowledges that they are aware of, have read and understand, and shall comply with article XI in the Association Covenants and they have read the notes and instructions on the reverse side of this form and understand that approval is being requested for the above described change. It is also understood that a decision may take as long as 45 calendar days and no work shall be started until the initial signed approval is received. A final inspection by the Architectural Review Committee for any deficiencies is requirement for final approval and sign off for the above request.

Applicant's Signature

Co-Applicant's Signature

for ARC use only:

Initial application:

Approved Rejected Date: _____
Signature: _____

Approved Rejected Date: _____
Signature: _____

Final Inspection:

Approved Rejected Date: _____
Signature: _____

Plans: _____
Deposit: _____
Agreement: _____
Paint Chip: _____
Staining Formula: _____
Permit (if required): _____

Comments/Reasons for rejection:

Description of Change:

Application is to be submitted by the homeowner. Include all proposed changes, modifications, etc., which should include the color or materials, drawings, plans, locations, and, if contracted out, the name of the company contracted to do the work. If a permit is required for the work, it must be submitted with the application.

Conditions of Approval:

- 1 All work must comply with applicable codes, ordinances and regulations.*
- 2 All required permits must be obtained and submitted with the application, and displayed at the work site.*
- 3 No contractor advertisement of business signs are to be displayed at the work site.*
- 4 Contractors must be off the premises by 6:30 pm, Monday through Saturday. No contractor work is permitted on Sundays or holidays.*
- 5 All exterior aluminum must be white in color.*
- 6 All screens must be charcoal in color.*
- 7 Screen doors must be on the approved list.*
- 8 A \$500.00 security deposit is required with any applications for work involving concrete due to possible area damage.*
- 9 Storm protection must be on the approved list (only white and clear plastic can be used at times other than during a storm: all others to be used only 48 hours before/after a storm, conditions permitting.)*
- 10 Any major installations (such as awnings, screen rooms, pools, enclosing a lanai, etc.) will need an Agreement signed and recorded at the County Courthouse (recording fee of \$20.00).*
- 11 Exterior paint color must match one of the eight colors approved by the Board of Directors. Color chip samples can be obtained from The Meadows HOA office.*
- 12 Fencing and gates must be white aluminum or vinyl, 48 inches in height, space between pickets to be 4 inches to comply with the community wide standards of The Meadows. Picket spacing for fences and gates around pools must comply with the State code. Any lattice attached to the fencing must be made of white plastic, 24 inches in height, except in Stamford units in Lakemont and Sun Terrace units in Ridgewood.*

Covenant Article XI:

Declarations under Association Covenants Article XI apply.

Procedures:

Change form should be submitted with all required information, include plans and specifications. If you have any questions, call The Meadows Office at 283-2250. The Architectural Review Committee will review this application and render a decision within 45 calendar days.

A rejected application can be resubmitted with appropriate changes or argument, and will then be reviewed by the Meadows Board of Directors. A decision will be returned within 30 days.

Upon the Owner's notification of completion of the change, the ARC will inspect the work for final approval. Any security deposit refund will be made contingent upon the condition of the affected area.

Work must be completed within 90 days from date of original approval.



HOMEOWNERS ASSOCIATION, INC.
2550 SW Waterfall Blvd.
Palm City, FL 34990

Helping to keep the covenants

Phone 772-283-2250 • Fax 283-9024

Dear Contractor:

The following information and/or copies is required along with your client's signed Architectural Review Form for pre-approval of any structural change including, but not limited to, awnings, screen rooms, pools, fencing, solar panels.

- An engineering plan or drawing for the changes that have been requested indicating site location, material to be used and color if applicable. **Please note** all exterior aluminum must be white in color and screening must be charcoal. Fencing must be 48 inches in height and of white aluminum or vinyl. Any lattice attached to fencing must be made of white plastic except in the Stamford units in Lakemont and Sun Terrace units in Ridgewood.
- A copy of the building permit granted by the Martin County Building and Zoning Department.

The homeowner is required to complete an Architectural Review Form and sign a Release/Agreement with the Association, which is recorded in Martin County. A check for \$20 is required to record this document and a \$500 deposit check is also required for any concrete work. The deposit will be refunded after final inspection if there has been no damage to common property and all clean-up has been done.

No work will be allowed until pre-approval is granted by the Architectural Review Committee.

If you have any questions, please call the Association office at (772) 283-2250.