

**VILLAS OF CITRUS SPRINGS
ARCHITECTURAL REVIEW COMMITTEE
361 SOUTH TANGERINE SQUARE SW, VERO BEACH, FLORIDA 32968
VCS.ARC.CHAIRMAN@GMAIL.COM**

APPLICATION FOR APPROVAL OF EXTERIOR MODIFICATION

(COMBINED APPLICATION FOR VILLAS ARC AND MASTER ARC)

NOTE: THE ARC MEETS THE THIRD MONDAY OF EACH MONTH.
ALL APPLICATIONS NEED TO BE SUBMITTED NO LATER THAN THE LAST FRIDAY OF ANY MONTH.
THIS GIVES THE COMMITTEE AMPLE TIME TO REVIEW FULLY EACH APPLICATION.

PLEASE READ THIS ENTIRE APPLICATION AND SIGN AS REQUIRED **BEFORE** SUBMISSION TO ARC.

PLEASE PRINT CLEARLY

DATE OF APPLICATION _____

NAME _____ ADDRESS _____

PHONE _____ EMAIL _____

(APPROVAL LETTER WILL BE SENT VIA THIS EMAIL)

TYPE OF PROPOSED IMPROVEMENT:

_____ DRAINAGE	_____ LANDSCAPE DEVICE OR OBJECT
_____ DRIVEWAY STAINING	_____ WALKWAY LIGHTING
_____ GARAGE CARRIAGE LIGHTING	_____ WALKWAY STAINING
_____ GENERATOR	_____ LAKE PROPERTY
_____ LANAI ENCLOSURE	_____ OTHER
_____ LANDSCAPE – FRONT _____ SIDE _____ REAR _____	

DESCRIPTION OF IMPROVEMENT:

PLEASE USE BACK OF PAGE FOR ADDITIONAL INFORMATION.

**PLEASE PROVIDE PHOTOS/DIAGRAMS OF: PLANTS, TREES, LIGHTING AND DIAGRAMS
INDICATING PLACEMENT OF SUCH.**

Applications are required for any and all changes affecting the exterior of residences. Applications must be submitted 30 days prior to the start of work. Work cannot commence without ARC approval.

All work shall commence within 180 days of approval. Any changes or modifications must be submitted to the ARC for consideration.

Any damages caused to common areas, adjacent homeowners' property or applicant's own property during improvement process, including but not limited to sprinklers, turf, pipes, drainage swales, sidewalks must be returned to pre-improvement condition at the expense of the applicant homeowner. All such repairs must be completed with 30 days of final inspection and/or substantial completion of the project. This also includes any stains on sidewalks and driveway aprons as a result of the project. _____ **HOMEOWNER'S INITIALS**

It is the applicant's responsibility to apply and pay for all necessary municipal permits and to have clearly marked all cable, telephone, water and electrical lines as well as applicable irrigation lines. Before work on any modification approved by the Homeowners Association begins, the owner(s) of the property are responsible for ensure that all municipal building codes are satisfied and that all permits are obtained. The owners are also responsible to ensure that contractors have the proper licensing and insurance.

It is the applicant's responsibility to immediately dispose of any/all trash, debris, material, etc. generated as a result of the project. The homeowner will be responsible for future maintenance and repairs of approved improvements or changes. The Association will not maintain the improvement or change, nor will the Association be responsible for repairing any damage to the improvement or change, nor any damage caused as a result of the improvement or change. In the event the construction of the requested improvement or change causes damage to any other property within the community, the undersigned bear the full responsibility for that damage.

The Association may request additional information relating to any improvement prior to approving this request and/or prior to the completion of the improvement or change. I/we will immediately comply with such request(s). Failure to comply shall result in the withdrawal of the ARC approval, if previously granted, and waiver of any time limits imposed upon the Association.

I MUST CONTACT THE ASSOCIATION/ARC FOR FINAL INSPECTION WHEN THE IMPROVEMENT OR CHANGE IS COMPLETE AND I AUTHORIZE ENTRY ONTO MY PROPERTY FOR EXTERIOR INSPECTION. FAILURE TO NOTIFY THE ARC OR REFUSAL TO ALLOW INSPECTION SHALL RESULT IN THE WITHDRAWAL OF THE ARC'S APPROVAL OF MY REQUEST.

If the improvement or change as built or completed does not conform to the improvement or change as approved by the ARC, upon written request of the ARC, the undersigned will at his/her/their own expense promptly restore the property to substantially the same condition as existed prior to commencement of the improvement or change.

I will be responsible for the Association's attorney fees and costs related to my failure to obtain approval or to properly complete the improvement or change regardless of whether my request for application is later approved.

Signature of Homeowner(s):

Date: ____/____/20____

Date: ____/____/20____

HOLD HARMLESS:

There shall be no liability on the Board of Directors, the Architectural Review Committee, nor any authorized representative of the Association for any loss, damage or injury arising out of, or in any way connected with, the performance of the duties of the Architectural Review Committee.

I/We agree to hold harmless the Board of Directors and or the Architectural Review Committee in their review of any matter submitted to such Committee or Board.

Neither the Architectural Review Committee nor the Board of Directors is responsible for passing on the safety, whether structural or otherwise, on conformance with building codes or other governmental laws and regulations, nor shall such Committee's or Board's approval of an improvement or change of property be deemed approval of such matters.

Signature of Homeowner(s):

_____ Date _____
_____ Date _____

ALL OWNERS OF THE PROPERTY MUST INITIAL IN 1 PLACE AND SIGN IN 2 PLACES

RECEIVED BY ARCHITECTURAL REVIEW COMMITTEE ON _____

ACTION TAKEN BY ARCHITECTURAL REVIEW COMMITTEE ON _____

_____ ARC APPROVAL _____ ARC DISAPPROVAL

**VILLAS ARC
COMMENTS** _____

VILLAS ARC REPRESENTATIVES: _____

RECEIVED BY MASTER ARCHITECTURAL COMMITTEE _____

ACTION TAKEN BY THE MASTER ARCHITECTURAL COMMITTEE ON _____

_____ MASTER ARC APPROVAL _____ MASTER ARC DISAPPROVAL

**MASTER ARC
COMMENTS** _____

MASTER ARC REPRESENTATIVES _____

