

JACARANDA WEST HOMEOWNERS ASSOCIATION NO.1, INC.

ARCHITECTURAL REVIEW COMMITTEE

Application Instructions

Complete entire form.

Submit copies of any drawing or blueprints to be approved by the ARC, if required.

Applications should be submitted at least 48 hours prior to ARC meeting. Applications will be reviewed at the next scheduled ARC meeting.

ARC meetings are held the Friday before the scheduled board meetings. Board meetings are scheduled on the last Thursday of the month as published on the website. Please refer to Article 7 of the Covenants for further instructions.

Work shall not commence until application is approved.

Alteration to an approved application shall be reviewed and approved by the ARC prior to any work.

Owner is responsible for making sure all required permits are obtained prior to **commencement of any work as well as contractors certificate of liability insurance/Workers' Compensation** when required by law.

Sign and date the application and return to:

Sunstate Association Management Group

228 Ponce De Leon Avenue

Venice, FL 34285

Or mail to:

P.O. Box 18809

Sarasota, FL 34276

Ph. (941)870-4920 / Fax (941)870-9652

Teri@sunstatemanagement.com <https://>

www.myjacarandawest.com

ARC INSTRUCTIONS

All applications with accompanying exhibits must be submitted to Sunstate Association Management Group to the attention of Michelle Thibeault. Sunstate Management will distribute copies thereof to the committee members.

Applications are to be precise and thorough in order for the committee to have a complete understanding of the proposal.

A professionally drawn site plan, where a site plan is required, showing all features of the land affecting the proposal, including setback, property and easement locations..

If the proposal does not involve alteration, then a site plan will not be required. This type of application will require a description of the work and any other relevant documents with any samples of color change, roofing materials etc.

Within 14 days of completion please notify Sunstate Association Management Group. Within 30 days upon receipt of the notice of completion the Architectural Review Committee will review the improvements and verify that compliance was met with the original approval.

Please refer to the Second Amended Declaration of Covenants and Restrictions Official, Recorded version December 28, 2018. There is a readable version on the website as well. (www.myjacaranda west.com)

Emergency repairs due to storm damage are exempt from the application process but notification to the ARC will be required of work required.

JACARANDA WEST HOMEOWNERS ASSOCIATION NO. 1, INC.
ARCHITECTURAL REVIEW COMMITTEE
APPLICATION FOR ALTERATIONS

Name(s) of Homeowner(s): _____
Address of Property: _____
Phone: _____ E-Mail: _____

I/We, being members of the Jacaranda Homeowners Association, hereby request the Architectural Review Committee thereof approve the following described construction, improvement or other alteration to my/our property:

(Attach additional sheets, if necessary)

I am/We are submitting herewith the following supporting documents:

- _____ Site plan professionally drawn (if required), lot survey, aerial photos from county website
- _____ Specifications of the construction, improvement or alteration
- _____ Engineering drawings
- _____ Color and samples
- _____ **Manufacturer's promotional material**
- _____ Pictures
- _____ Other

By this request, I/We, as owner(s) assume full responsibility for any and all required permitting, verification of **contractor licensing and workers' compensation insurance (if required by law), arborist approval for tree removal**, conformity, installation, maintenance, replacement and cost of the above work. I/We further agree to indemnify and **hold harmless the Jacaranda West Homeowners Association, No. 1, Inc., any member of its' committees, or any** employee or agent for any claims arising out of this action. I will notify Sunstate Management within 14 days of the completion of improvements requested and understand that a final ARC inspection will be made within 30 days thereof to verify compliance.

Signature _____ Signature _____
Print Name _____ Print Name _____
Date Submitted _____

~For Official Use Only~

Date application received _____ Date Approved/Denied _____
Reason for Denial _____

ARCHITECTURAL REVIEW COMMITTEE

/s/ _____ /s/ _____ /s/ _____

/s/ _____ /s/ _____ /s/ _____

/s/ _____ /s/ _____ /s/ _____