



Please explain the difference between an architectural (AC) request and an exterior modification (EM) request.

AC requests are typically used for single-family homeowners' associations. For example, when a homeowner wants to add a fence or room addition, do a large landscape project or paint their home a different color, AC requests are usually required. This request is required for any exterior change in a growing number of communities.

Multi-unit homes, town houses, condominiums and villas require EM requests. Because this type of community homeowner typically doesn't own anything beyond their interior walls, a wreath on the front door or furniture beside it may require a request. Plantings are another thing to consider, as some communities are more receptive to them than others. If you plant in common areas, you may want to take into consideration that the lawn maintenance crew probably won't take care of them the way you would. Since you don't typically own the grounds in this situation, lawn maintenance contracts do not require special attention to be given to independent plantings.

Regardless of the type of home you reside in, you should get approval of a project in advance. This will ensure that when boards and/or rules change, you will have the written documentation you need. Furthermore, don't make purchases until the request is already approved.

What will happen if I start my project without approval first?

It's difficult to give an exact answer to this question. In some cases, people have been served with cease and desist orders and have had to hire an attorney to settle the matter. In less severe cases, some examples of what could happen are: You could have to re-paint your home to hide unapproved paint colors; or you could have to restore your garage to a garage, rather than a usable room. You shouldn't ever begin something before you get approval from the Board. It usually takes 30 days to review an application. After submitting your request, give it two weeks before calling to check on the status.

Please mail your request to:
(Your community name)
5901 U.S. 19 North, Suite 7D
New Port Richey, FL 34652

Name of Community: _____

Mail to: 5901 U.S. 19 North, Suite 7D New Port Richey, Fl. 34652, Ph: 727-869-9700, Fax: 727-869-9825

APPROVAL REQUEST FOR ARCHITECTURAL OR EXTERIOR MODIFICATIONS

The undersigned homeowner seeks approval of the Architectural Committee for additions or alterations to existing structure and/or property as follows:

Painting: _____ Addition: _____ Alteration: _____ Other: _____ Date Submitted: _____

A plot survey or site plan showing dimensions, setbacks, and landscaping, as well as a plan illustrating materials, colors and all details **MUST** be included with this request for approval. Color chips **MUST** be included for any color changes.

Narrative description of proposed project:

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_____The undersigned property owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvements, alterations, or additions described herein comply with all applicable laws, rules, regulations, codes, and ordinances; including, without limitation, zoning ordinances, subdivision regulations, and building codes. The Board of Directors or its Management or its Architectural Committee shall have no liability or obligation to determine whether such improvements, alterations, and additions comply with any such laws, rules, regulations, codes, or ordinances.

I agree that I will not begin property improvements until the Architectural Committee notifies me in writing of their approval. If any change is made to the project that has not been approved, the Committee has the right to demand the removal of that unapproved portion of the project from my property, or the return of the property to its previous state.

Signature of Owner _____

Printed Name of Owner _____

Street Address: _____ Acct # if known: _____

Telephone with voicemail for our messages or questions: _____

ACTION OF COMMITTEE

_____ RECOMMENDED APPROVAL _____ RECOMMENDED DISAPPROVAL _____ DATE

Comments: _____

SIGNATURE OF COMMITTEE CHAIRPERSON OR PRESIDING BOARD MEMBER _____

THIS APPROVAL IS VALID FOR SIX (6) MONTHS FROM DATE OF APPROVAL. AFTER SIX (6) MONTHS, A NEWREQUEST MUST BE SUBMITTED FOR PROJECT APPROVAL!

_____ Received by VMG _____ Sent to Committee _____ Returned by Committee

_____ Owner File updated _____ Mailed to Homeowner _____ Mgr Initials