

Architectural Review Application for Exterior Alterations

Date of Postmark on Envelopes of Application: _____ Must be Responded to by: _____

Exterior Alterations include, but are not limited to, trellises, shutters, windows planter boxes, screening front entry way porch, tilling front porch or walkway, texturing driveway, walkway, or front porch, new house paint color, new trim paint color, new roof, new garage doors, plaques, gutters (see Board policy for application requirements), new front door (see Board policy for application requirements), or other alterations deemed "Exterior Alterations "by the Board of Directors (all examples that are described or not described are hereby referred to as Exterior Alternations). Any particular exterior alteration listed here does not guarantee the item will be approved by the Master Architectural Control Committee. These are examples of what types of changes or items constitute an exterior alteration.

Directions: All applications must be filled out in their entirety and must be submitted by 1st class mail via the United States Postal Service. No hand delivered applications will be accepted (we must have the postmark on the envelope to verify date of receipt). All applications must include two (2) copies of a detailed drawing of the proposed Exterior Alteration. Please include any pictures, pamphlets, or other descriptive materials to assist the Board of Directors in accurately assessing your Exterior Alteration plan. Please include a copy of the contractor plans and a list of materials when appropriate. If you are painting with a new color, please include two (2) color samples each for the main body of the house and the trim of the house. Any and all materials turned in with your application will remain a permanent part of the Lot file and will not be returned to the Homeowner. If you are utilizing a contractor for this project, you are required to have them fill out and sign the contractor acknowledgement portion of this application. You must submit separate specific applications if you are including a pool, fence, and/or landscaping plan or Home Addition plan with your Exterior Alteration application. When a County Permit is required for your project (doing the project yourself does not exempt you from having to obtain any necessary County Permits), you must provide a copy of it to the Board of Directors after any approvals are given but before any construction/installation begins. Failure to provide a copy of any needed County Permits to the Board of Directors may result in any approvals that may have been given to become null and void. It is the homeowner's responsibility to complete the entire application and to submit all of the required paperwork, information, and samples necessary for a proper review. The current Board policy has waived the requirement for the Administrative Fee.

All incomplete applications will be returned to the homeowner as disapproved. Please review the Checklist on Page4.

Notice: All Exterior Alteration approvals are contingent upon the proposed plan being compliant with local, county, and state ordinances. Please be advised that there are restrictions outlined in the Master Declaration of Covenants, Conditions, and Restrictions that prohibit some types of Exterior Alterations. These restrictions may include, but are not limited to, types of materials, how the structure is attached to the outside of your home, and height. Painting or coloring of your driveway or sidewalk is prohibited by the CC&R's. Please read your Master Declaration of Covenants, Conditions, and Restrictions carefully before submitting your Home Exterior Alteration Application. The Board of Directors reserves the right to deny new house paint color if there is another house painted the same color in close proximity. The Board of Directors will determine what constitutes close proximity. If any information on your application is found to be misleading or false, your application approval will be considered null and void.

Disclaimer: These plans are reviewed for the limited purpose of determining the aesthetic compatibility of the plans with the community in general in the subjective opinion of the approving authority. These plans are approved on a limited basis. No review has been made with respect to functionality, safety, and compliance with governmental regulations or otherwise, and no reliance on this approval should be made by any party with respect to such matters. The approving authority expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty.

The Homeowner must sign and date here to verify they have read, understand, and agree to the above directions, notice and disclaimer:

Signature: _____ **Date:** _____

(Please remember the BOD has 30 days from receipt of a completed application to render a decision in writing)

Subdivision _____ Lot #: _____

Name of Homeowner: _____

Home Phone Number: _____ Other Phone Number: _____

Address of Exterior Alteration Site: _____

Mailing Address of Homeowner: _____

(If different than Exterior Alteration Site)

Master HOA: P.O. Box 411988. Melbourne Florida. 32941: (321) 541-1001: www.arandhavenhoa.org

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Homeowner Name: _____

Lot # _____

PROPERTY ANALYSIS:

1. a. What style of house do you own (ie; 2 story, ranch, other)? _____

b. What is the style of the house trim (column, coining, other)? _____

2. Describe the setting of your property (ie: corner lot, water front, backs to preserve): _____

3. Will your exterior alteration negatively impact another homeowner's view of the water (e.g. a homeowner who lives on the water? YES [] NO [] If so, how will the home addition impact this homeowner's view of the water:

4. Are there any special issues or characteristics of your Lot? _____ Describe: _____

5. If painting your house a color other than the original house color, are there other houses in close proximity (ie. next door, across the street), painted the same color you are proposing to paint your house? _____

Please Describe: _____

EXTERIOR ALTERATION DESCRIPTION:

1. What is the nature of the Exterior Alteration you are proposing ? _____

2. Describe in detail. When appropriate include a drawing, picture, pamphlets, material samples, color samples, or other descriptive materials) of your Exterior Alteration. Include construction or installation procedures (ie: materials, location, height, how/if it attaches to house, color, length, size, texture, visibility from street or from Lots across the water, other):

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Homeowner Name: _____

Lot # _____

CONTRACTOR ACKNOWLEDGEMENT:

I understand The Grand Haven Master Homeowner's Association, Inc. Board of Directors requires a standard of conduct and a level of responsibility from professionals who perform services in our communities. This includes, but is not limited to, the following:

- (1) Each contractor will minimize excessive noise levels produced by radios, equipment, and production.
- (2) Each contractor will clean up their work area, and any adjoining areas, that were affected by the work project each and every day before leaving. Upon completion of the project you will restore the property and adjoining areas to their original acceptable condition (The Grand Haven Board of Directors determines what is original acceptable condition).
- (3) Work is restricted in the community to Monday thru Saturday 7:00 am - 6:00pm and Sunday 12:00pm - 4:00pm.
- (4) You will not block any homeowner's driveway or mailbox without the expressed permission of the affected homeowner.
- (5) You will not block any street or sidewalk with your vehicles or equipment, nor will you impede the visibility of roadways.

CONTRACTOR'S: Name/Address/Phone

Company Name: _____

Address: _____

City/State/ZIP: _____

Email: _____

License #: _____

Insurance Co. _____ Policy # _____

Official Signature: _____ Date: _____

HOMEOWNER ACKNOWLEDGEMENT AND NOTICE:

ACKNOWLEDGEMENT: I ACCEPT FULL RESPONSIBILITY for any actions of the vendor or contractor or their employees for any damage or alteration which may happen to Grand Haven HOA common areas/property, other Homeowner's Lots, and any County right-of-ways as a result of this project. I agree to replace or restore any and all damage caused by my contractor or resulting from my project to its original acceptable condition (the Grand Haven Board of Directors determines what is original acceptable condition). This includes, but is not limited to, Grand Haven HOA common ground/property, the property of other homeowners, or County Right of Ways. I further agree that I will be responsible for obtaining any and all appropriate permits, licenses or insurance as may be required by Local, County, State, or Federal agencies prior to starting this project.

NOTICE: I agree that all of the information submitted on this application is correct to the best of my knowledge. I understand that if any of the information is found to be false, any approvals given by the Board of Directors may be considered null and void. I agree that all Exterior Alterations will stay true to the approved plan and any variance from the approved plan must be approved in writing by the Board of Directors. I understand that once installation has started it must be completed within a reasonable period of time. The Board of Directors reserves the right to determine what constitutes a reasonable period of time. All approvals are valid for 6 months from BOD signature unless an extension is granted by the Board of Directors in writing. I agree that I have read and understand the applicable Covenants, Conditions, and Restrictions for Grand Haven, it's amendments, in addition to the Supplements that are specific for my subdivision.

The Homeowner must sign and date here to verify they have read and understand the above acknowledgement and notice.

Homeowner Signature: _____ Date: _____

APPLICATION CHECKLIST

This checklist is to help you submit an application that is ready for review. Because many applications are unique to the Homeowner's specific project, there is no way to create a checklist that encompasses every possible circumstance or contingency. This checklist only contains general items and there may be something that your unique application requires that is not on this list. Be aware, that if your application requires some piece of information that is not on this checklist, you are still responsible for providing the information to the BOD when you submit your application. Incomplete applications, and applications missing necessary information, will be returned as denied.

Please remember that Exterior Alterations may include many different types of projects. You may not be required to supply everything on the following checklist (ie: you do not need to submit a copy of your Lot survey if your application is for installing hurricane shutters).

- [] A copy of the Lot survey that shows easements, county right of way, property lines, setbacks, and structures.
- [] I have drawn onto the survey exactly where the exterior alteration will take place on my Lot.
- [] A full picture of whatever side of my house the exterior alteration will take place so the Grand Haven Master Architectural Control Committee can determine how the exterior alteration will coordinate with the house. A color picture of my house and those on both sides is required if I am requesting to paint my house.
- [] A colored pamphlet and/or colored picture of the exterior alteration I am proposing to place on my Lot.
- [] A copy of the schematic or architectural rendition of the proposed exterior alteration.
- [] A copy of the contractor plan or list of materials.
- [] Paint or material samples where appropriate. These should include a picture of the house so the paint sample and/or material samples can be compared to house and checked for coordination. Use color please.
- [] A color picture of my yard or Lot to show how the exterior alteration may look and coordinate with my existing landscaping (when appropriate).
- [] If I am painting my house a similar color to another house that is in close proximity to my house, I have included a color picture of that house along with it's location in relation to my house.
- [] I made sure the contractor signed and filled out the contractor acknowledgement form.
- [] I made sure that my application is complete and that every line is filled out or has N/A.
- [] I am aware that if I complete the project myself that does not exempt me from applying for a county permit when required for a certain type of project.
- [] I made sure that only proposed projects that are appropriate for an "exterior alteration" application are included on this "exterior alteration" application. Other proposed projects that belong on a different application have been submitted separately on the appropriate application (ie. planting a tree on a landscaping application, landscape curbing on a landscape application, etc.).

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Homeowner Name: _____

Lot #: _____

Address of Exterior Alteration Site: _____

Mailing Address of Homeowner: _____

(If different than Exterior Alteration site)

INFORMATION TO HOMEOWNER: This is the only portion of your application that will be returned to you. Please make a copy of your application prior to submitting it to the Board of Directors for Review.

Homeowner, please do not write below this line.

For official use only

ARCHITECTURAL REVIEW RESPONSE:

Description of Exterior Alteration proposed by Homeowner: _____

Your Exterior Alteration application is approved as submitted.

Your Exterior Alteration application is approved with the following change(s), condition(s), or contingency(ies):

Your Exterior Alteration application is denied for the following reason: _____

Grand Haven Master Architectural Control Committee

Date