

# HOMEOWNER'S REQUEST FOR CHANGE OR IMPROVEMENT TO PROPERTY

## ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION

The community is professionally managed by: Anytime Property Management  
PO BOX 236967, Cocoa FL 32923 - mailing address for correspondence

[Landon@HOAManagementFLA.com](mailto:Landon@HOAManagementFLA.com)

(321) 735-8331 X102

Name \_\_\_\_\_ Email \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (s) Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

In accordance with the Declaration of Covenants, Conditions and Restrictions and the Association's Rules and Regulations, any exterior modifications must conform to this approval and the Association's guidelines.

I hereby request your consent to make the following changes, alterations, renovations and/ or additions to my property:

- Fence                       Swimming Pool                       Lawn Ornament                       Patio                       Screen Enclosure  
 Exterior Color                       Landscaping                       Lawn Replacement                       Other \_\_\_\_\_

Description: \_\_\_\_\_

Attach this completed application, a copy of the lot/property survey that shows the locations of the proposed change, alteration, renovation or addition. Attach any additional drawings of proposed plan(s).

**NOTE: APPLICATIONS SUBMITTED WITHOUT COPY OF THE SURVEY, DRAWING(S) OR COLOR SAMPLE WILL BE CONSIDERED INCOMPLETE. IF AN APPLICATION IS INCOMPLETE, IT WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU. (IF EMAILING, ONLY 1 COPY IS REQUIRED)**

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

1. No work will begin until written approval is received from the Association. I have 60 days from the approval date to complete the work. If not, then I must reapply for ARB approval.
2. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
3. All work will be performed timely and in a manner that will minimize interference and inconvenience to other residents.
4. I assume all liability and will be responsible for any and all damages to other lots and / or common area, which may result from performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
6. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
7. Upon receipt we will forward the ARB Application to the Association. A decision by the Association may take up to **30 days**. I will be notified in writing when the application is either approved or denied.

ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THEIR ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS.

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Do Not Write Below This Line**

**This Application is hereby:**       **Approved**                       **Disapproved**

Date \_\_\_\_\_ Committee Chair (Print Name): \_\_\_\_\_

Committee Chair (Signature): \_\_\_\_\_

Comments: Homeowner(s) and/or vendor(s) are solely responsible to pull appropriate permits from the city, if applicable.

\_\_\_\_\_  
\_\_\_\_\_