

**WORK CAN NOT BEGIN UNTIL THE ARC COMMITTEE AND THE BOARD OF DIRECTORS
HAVE APPROVED THE APPLICATION.**

**SEA COLONY HOMEOWNERS ASSOCIATION, INC.
Architectural Review Committee Application**

Submit plans to: Lori Pfeiffer lpfeiffer@maymgt.com	Architectural Review Committee (ARC) c/o HOA Office 1 Hammock Beach Pkwy #102 Palm Coast, FL 32137	Drop off at Clubhouse: 2 Sea Colony Drive Palm Coast, FL 32137
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**All ARC applications must be received no later than 1 Week prior to the scheduled ARC meeting.
These meetings are held the last Tuesday of each month.**

Is this an amendment to a previous request? Yes No If yes, approximate date of previous request

DATE _____

NAME: _____ PHONE: _____ ATL. PHONE: _____

SEA COLONY ADDRESS: _____ LOT NUMBER: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS : _____

In accordance with the Sea Colony Covenants, Article X, Section 3, I hereby request your approval to make the following changes:

Alterations Additions Renovations Landscape removals Other _____

Description of work to be done:

****PLEASE NOTE: Please submit with your application a detail (to scale) drawing or blueprint of your plan(s) and a copy of either your property plat map or your survey, if applicable. Detailed pictures and color swatches are highly recommended. Work cannot begin until you have received written approval from the HOA. A county permit, if applicable, must be submitted by you or your contractor as soon as issued and prior to beginning work.**

I understand that the Architectural Review Committee will review this request at their next monthly meeting and present their decision to the Board of Directors at the following Sea Colony Board of Directors Meeting. I will be provided a written response no later than 45 days after the Board Meeting.

By signing this application, I further understand and agree to the following provisions:

1. All work will be done at my expense and I am responsible for any and all preservation of such alterations/additions.
2. All work will be done expeditiously once commenced and will be done in a good workman like manner by myself or a contractor in compliance with the approved plan(s) and building permit if applicable.
3. Under no circumstances will a construction dumpster be used and or parked on Sea Colony streets during renovations.
4. I assume all liability and all responsibility for any and all damage and/or injury, which may result from performance of this work including any damages to common areas or other private property.
5. I will be responsible for the conduct of all persons, agents, contractors, and employees who are engaged to carry out the construction of the approved plans and/or variance request.
6. I will comply with Sea Colony's Declaration of Restrictive Covenants, By-Laws and Rules.
7. I will comply with all applicable federal, state, and local laws, ordinances, building codes and regulations that are requirements in connection with this work and will obtain any necessary government permits and approvals.

The work will be done by: Homeowner Contractor

If contractor provide Name, telephone number and **business license number:** _____

If approved, work would start on or about the ____ day of _____, 20____ and completed on or approximately the ____ day of _____, 20____.

NOTE: Work that requires a Flagler County Permit must be completed 6 months after date of approval. Work that does NOT require a permit must be completed 45 days after date of approval.

I understand that a follow-up inspection will be done on my property (exterior only) by the Association's designated representative upon completion of work. If it is found that the homeowner deviated from the ARC application and/or approval, a violation will be recorded and fines of up to \$100.00 per day may be levied until said violation is cured. Any violations due to not adhering to the submitted ARC application and approval must be cured within 2 weeks (14 days) of the violation notification. As soon as the work is completed, I agree to submit a copy of the Flagler County building permit final approval within ten days to the Association's office.

By submitting this ARC application, the homeowner agrees to submit a written notice of completion of the work to the Association office within ten days after work is completed, otherwise an inspection will be done 90 days from the date of ARC approval whether or not the work was completed.

**If the homeowner fails to notify the office to advise of the project's completion, no final inspection will occur. If the final inspection does not occur the homeowner will not be able to submit another ARC application until all previous projects have been signed off on and approved by a final inspection

Signature of homeowner

* Print name of homeowner

I understand and agree that the Sea Colony Homeowners' Association, its Board of Directors, its agent and the ARC Committee have no responsibility with respect to such compliances and it is expressly understood that the Board of Directors or its designated committee's approval of this request shall not be construed as the making of any representation or warranty that the plans, specifications or work comply with any law, codes, regulations, or any other governmental requirement.

ACTION TAKEN BY ARCHITECTURAL REVIEW COMMITTEE (ARC)

Approved as requested

Disapproved

Approved with the following exceptions: _____

You may appeal this decision to the Board of Directors within 30 days.

Members of the ARC

Member: Bob Maneely _____

Member: Rita Hines _____

Coordinator: Lori Pfeiffer _____

Member: Barry Vaxer _____

Date of Arc Meeting: _____

Date of Board Meeting: _____

Date of Final Inspection: _____

Approval of Final Inspection: _____