

**Emerald Park Estates Homeowners' Association
Architectural Review and Covenants Committee**

APPENDIX 1: **ARCHITECTURAL CHANGE REQUEST FORM**

SUBMIT ELECTRONICALLY TO :
emerald_park_estates_arcc@googlegroups.com

PRINT NAME : _____
ADDRESS : _____
PHONE : _____
EMAIL : _____

Detailed Description of the Architectural Change

NOTE: Please attach plans and specification, proposals, and site plans, showing the nature kind, shape, height, materials, colors, surrounding landscaping and location and proposed access points and paths of heavy equipment.

Date work will commence _____
Date project is expected to be completed _____

NEIGHBORS SIGNATURES : Signatures of all neighbors are required to state that they have been informed of the plans (for these purposes a 'neighbor' is defined as anyone sharing a common property line). This signature does not indicate approval or disapproval of the proposed plans, just that they have been informed. If you have any objections to the plans that can not be resolved directly with your neighbor, please submit these in writing to the ARCC.

I (neighbor) confirm that I have been informed of the attached proposed plans.

	<i>NEIGHBOR 1</i>	<i>NEIGHBOR 2</i>	<i>NEIGHBOR 3</i>
<i>Address</i>	_____	_____	_____
<i>Print Name</i>	_____	_____	_____
<i>Signature</i>	_____	_____	_____

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I (homeowner) understand and agree to the following conditions

- 1. This modification may require a County building permit or may be subject to other government regulations. Miss Utility will be contacted prior to the commencement of any construction. Approval of this application satisfies only the requirements of the ARCC and not any obligations to the County or others.*
- 2. I assume full responsibility for all landscaping, grading, drainage issues relating to the improvements. All work will be completed within my property lines. I assume full responsibility for any damage to adjoining property (including common areas) or injury to third persons associated with the improvements.*
- 3. That no work will commence until I receive written approval from the ARCC.*
- 4. That approval is contingent upon the work commencing in a timely and professional manner. Work should be commenced within 3 months and completed within 12 months of approval of this application.*
- 5. That, if required, members of the ARCC or HOA may enter upon my property to make inspections of the improvements.*
- 6. Installations must be made in the approved manner and with the approved materials, in the approved location, without any additional items being installed. Any changes desired must be approved through the submission of a new request on an additional form.*

Print Name : _____

Signed : _____

Date : _____

To be completed by ARCC

Approved *Disapproved* *Approved with conditions*

Signed: _____ *Date:* _____
(ARCC Chairman)

Comments _____

APPENDIX 2: ARCC COMMITTEE MEMBERS

A Google Group with all current ARCC members has been established. The Committee members can be reached by emailing:

emerald_park_estates_arcc@googlegroups.com