

**Carleton Oaks Homeowners Association, Inc.**

**Architectural Change Request Form**

Place this ACC Form in the large mailbox (with red flag) at the top of the bank of mailboxes.

Or mail it to our Management Company

Name of Applicant/ Homeowner:

Address of Unit :

Address of Applicant (if different) :

Date of Application

Telephone Number-Daytime:

Telephone Number -Evening:

**DESCRIPTION OF ADDITION, MODIFICATION, ETC. Only ONE Change per form. (Continue on reverse side if needed.)**

Submit **THREE COPIES OF THIS FORM AND ALL ATTACHMENTS** for each proposed addition, change, modification , etc., accompanied where appropriate by floor plans, exterior elevations (all views), **surveys and site plans** (showing applicable setbacks, dimensions from property lines to proposed structures, etc). In addition, submissions must include proposed colors, patterns, materials and all additional information necessary for the ACC to make an informed decision. Refer to the Architectural Guidelines for further standards. **Incomplete applications will be automatically rejected.**

**STANDARD CONDITIONS OF APPROVAL:**

1. Permits **must** be obtained by owner prior to work beginning.
2. A **Five Hundred Dollar (\$500) refundable deposit** for common area damage will be required from any party doing any concrete work, installing or constructing storm shutters, solar panels, patio or pool screen enclosures , fencing, and pool heaters. A **Two Thousand Dollar (\$2,000) refundable deposit** for common area damage and a **Forty-Five Dollar (\$45) non -refundable fee** for irrigation system inspection will be required from any party for the installation of a swimming pool. The deposit is refundable when the Association Manager confirms that all areas are restored to the original state. The \$45 fee will be used to offset the cost of an inspection by the HOA 's irrigation company after the work is completed. The deposit and the fee must be submitted prior to the start of any work.
3. The Homeowner is responsible and required to engage the services of a professional utility, water and irrigation lines' locator service in order to map such lines in the path of excavation prior to commencement of any lot excavation.
4. Exterior aluminum must be white. Screening must be charcoal color.
5. Exterior paint: Color must match existing STO color. NO spraying of paint permitted.
6. Exterior shutters may only be closed during a storm event or when a storm event is imminent. See Homeowners' Documents for clarification. Hardware must match the adjacent exterior wall color or approved shutter color.
7. Homeowner is responsible for maintaining and trimming all landscape materials approved by the ACC. No landscaping materials may encroach on neighboring properties or common areas.
8. Structures erected on the ground, such as pool heaters and satellite dishes, are to be screened from view with hedge plantings (e.g., hibiscus, Eugenia or Viburnum) planted 30" high and approximately 18" apart, measured from the center of the plant.
9. Piping, fasteners and frames to solar panels must be painted to match the adjacent exterior structure color, i.e. roof, wall or trim. Warranty of the roof may be voided with this installation.

The homeowner(s) who is/are the legal owner of the above-captioned property agree to release and indemnify the Carleton Oaks Homeowners Association from and against all liability, should any personal or property damage occur, resulting from any cause whatsoever, as a direct or indirect result of my making additions, changes, or modifications as outlined in the Architectural Change Form I submitted for approval by the Association. I/We also agree to be 100% liable for any personal or property damage, resulting from any cause whatsoever, as a direct or indirect result of making additions, changes, or modifications as outlined in the Architectural Change Form I submitted for approval by the Association. I fully understand that the approval by the Association in no way makes any representation about the safety, suitability, completeness, accuracy fitness for a particular purpose of the intended use of my request. It is at my own risk that I implement this change .

**The undersigned acknowledge that they have read and understand this application and the Architectural Guidelines. They also agree that no work is to be started until a signed approval is received and damage deposit (if required) is submitted.**

Applicant's Signature \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

( ) This application is APPROVED.

( ) This application is REJECTED.

**CONDITIONS SET BY ACC OR REASON FOR REJECTION (continued on reverse side if necessary):**

ACC Member 1 \_\_\_\_\_ Date \_\_\_\_\_  
print and sign full name

ACC Member 2 \_\_\_\_\_ Date \_\_\_\_\_  
print and sign full name

ACC Member 3 \_\_\_\_\_ Date \_\_\_\_\_ (revised 8/14/09)  
print and sign full name