

Architectural Control Committee CHANGE REQUEST FORM

Date: _____

Homeowner Name: _____

Address _____

Phone _____

Contractor Name: _____

Address _____

Phone _____

Note: When employing a contractor, the homeowner must verify that the contractor is licensed and has the proper insurance coverage. A certificate of insurance must name St. Lucie Falls as Certificate Holder. In the event a contractor is not hired and a homeowner elects to perform the work for himself the homeowner is not required to obtain additional insurance coverage.

Requested change: _____

Detailed description

Please read all of the information on the reverse side, sign and date. Thank you.
All inspections require three ACC Committee members to be present as a group.

ACC approved By: _____ Date: _____

By: _____ Date: _____

By: _____ Date: _____

ACC rejected/and reason: _____

Homeowner requests permission to make additions or modifications (changes) as described on reverse side hereof, and agrees to the following conditions:

- ❖ Homewowner or contractor is required to obtain necessary approvals and permits from appropriate building authority. Charges and fees for plans, permits, inspections and the like are solely the responsibility of the homeowner. Any work, for which a permit was issued, that is not in progress within ninety (90) days after the date of issue, requires notification of an ACC member by the owner and subsequent review of problems.
- ❖ Homeowner, heirs and assigns thereto, shall be fully responsible for repair, maintenance and replacement of any change(s). If the Association is required to take action to repair, maintain or replace such change(s), or repair damage resulting there from for any reason to existing structure or other property, homeowner shall be liable for charges, including reasonable attorney fees.
- ❖ Requests for material changes of color or texture involving, but not limited to, paint, siding and roofing shall be submitted with a "color chip" or sample. A sketch of proposed changes shall be submitted with requests for structural changes.
- ❖ Homeowner assumes responsibility and cost for change and future upkeep.
- ❖ Homeowner shall indemnify and hold harmless the Association, its management company, and respective Board of Directors and Architectural Control Committee (ACC) from liability arising from design, construction or use of change(s) described herein.
- ❖ Upon completion of work outlined in the permit, the homeowner shall notify the ACC to obtain final approval. The work will be inspected by a group of no less than three ACC Committee members. If the work is not in compliance with the request or does not meet the appropriate building code, the homeowner shall have seven (7) days in which to effect work necessary to meet approvals. Failure of the homeowner to effect the work necessary to meet the code within thirty (30) days shall be cause for the Association to do so, and resulting costs and charges including reasonable attorneys fees shall become the responsibility of the homeowner. The final acceptance upon completion and inspection will be signed and dated by the three inspectors and the signed sheet delivered to the St. Lucie Falls Manager to be filed and retained for future reference.
- ❖ If change becomes a nuisance even after approval, the Board shall have the right to rescind approval and have it removed by homeowner.
- ❖ All charges to owner shall be upon notice and if unpaid after fifteen (15) days, shall become a lien upon the land and treated as described in the declarations.

WORK CANNOT BEGIN UNTIL WRITTEN APPROVAL IS RECEIVED. I have read, understand and agree to all terms contained herein.

Signature _____ Date _____

FINAL ACCEPTANCE INSPECTION AND REMARKS

Accepted Date _____

Rejected Signatures

1. _____

2. _____

3. _____