

Greystone Townhomes Association

Architectural Review Committee (ARC) Application

THIS SECTION IS TO BE COMPLETED BY THE HOMEOWNER WHO IS REQUESTING TO CHANGE/ALTER OR MODIFY ANY PART OF THE OUTSIDE OF YOUR HOME.

Name:

Property Address:

Email:

Phone #:

Mailing Address:

City, State, Zip:

In accordance with the Declaration of Covenants, Conditions and Restrictions and the Association's Rules and Regulations, installation 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 ☐ Lawn Ornament ☐ Landscaping ☐ Patio Extension ☐ Patio Awning/Enclosure ☐ Other

In order to process this application, the following must be attached:

1. A sketch of project, a copy of the property survey with proposed modifications drawn on the survey.
2. Specifications of the proposed modifications (include style, materials, color, swatch, physical sample and/or photo.
3. Any required permits.

Description:

*If more space is needed, please add a separate sheet of paper.

Typed Signature of Owner:

Date:

HEREBY UNDERSTAND AND AGREE TO FOLLOW THESE POLICIES/PROCEDURES AND CONDITIONS:

1. No work will begin until written approval is received from the Association. I have 90 days from the approval date to complete the work. If not, then I must reapply for ARC 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. Within 10 days of completion, I will contact the ARC or Greystone Management for inspection to ensure compliance of the approval.
5. 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.
6. I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
7. 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.
8. Upon receipt FirstService Residential will forward the ARC Application to the Committee Person and the Board of Directors. A decision by the Association may take up to 30 days. I will be notified in writing when the application is either approved, approved-with-conditions or denied. Denied application will have written explanation for denial and recommended remedy.
9. Access to areas of construction is only to be allowed through your property and/or at the easement, and you are responsible for any damage done to the common elements and easement areas during construction.

10. Homeowner is responsible for any adjustments, movement or damage to sprinklers, bait traps and/or any other issues pertaining to the grounds, in accordance with the Greystone HOA/CC&R documents.
11. All costs associated with the requested changes and/or repairs are at the homeowner's expense.
12. If the Architectural Modification is approved, the homeowner is responsible for obtaining any necessary permits from the appropriate Building and Zone Department(s), meeting all legal requirements from any government entity.
13. All request must be submitted to Greystone Townhomes c/o FirstService Residential, by mail or in person to the below address or email addresses or processed through the Greystone website(s).
14. All applications not signed, not having proper documentation or submitted incomplete will be returned to the homeowner for completion and will not be considered until owner resubmits a completed application.
15. **Application must be received a minimum of three (3) days prior to a scheduled ARC meeting in order to be placed on the agenda for that meeting. ARC Meetings are held the 3rd Monday of every month.**
16. FirstService Residential will notify the owner in writing upon issuance of approval/disapproval by ARC.
17. The approval of any application is conditional on sufficient notice and a sufficiently clear description of the proposed improvements being given to the ARC, and the application must be detailed as required or it may be denied without prejudice and sent back to the applicant and result in delays.
18. Any deviation from the approved application will result in the homeowner being told to remove and restore to the original condition anything that is in violation to the approved application. The applicant is responsible for any ambiguity in the submission that results in a misunderstanding as to what was intended by the applicant and what was approved by ARC, if different.
19. The Architectural Review Committee reserves the right to amend or change any part of the ARC application form, the ARC Standards, and these procedures, at any time, for any reason, to ensure the best interest of homeowner(s) and Community.
20. Any questions may be directed to Shannon Shaffer, On-Site Manager, at 407-688-9190.
21. Any changes to a submitted application must be initiated by both the homeowner, On-Site Manager and the ARC Chairperson.

NOTE: These plans have been reviewed for the limited purpose of determining the aesthetic compatibility of the plans with the community in general in the subjective opinion of the approving authority. These plans are approved on a limited basis. No review has been made with the respect to functionality, safety, and compliance with governmental regulations or otherwise, and no reliance on this approval should be made by any party with respect to such matters. The approving authority expressly disclaims liability of any kind with respect to the plans, the review hereof, any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty. If changes to a property are made without proper ARC approval it will be at the owner's expense to bring the property compliant with ARC and HOA requirements.

After Completion, mail or deliver to:
 Greystone Town Homes Association
 1101 Sandstone Run, Sanford, FL 32771
 Or Email. Eufemia.Roche@fsresidential.com

Do not write below this line:

This application is here by: ☐ **Approved** ☐ **Approved w/Conditions** ☐ **Disapproved**

CONDITIONS:

*If more space is needed, please add additional sheet of paper.

DENIAL REASONS:

Date:

ARC Chair Signature: