

**Bayberry Lakes HOA - ARC Application
Architectural Review Committee Review Form**

HOMEOWNER'S REQUEST FOR CHANGE OR IMPROVEMENT TO PROPERTY
(Please print)

Name: _____ Date: _____

Lot #: _____

Address: _____

Telephone: _____ Email: _____

No Form Required for the following changes:

Adding Trees to property without removing Trees.

Planting flowers, shrubs, plants in beds with no permanent structure.

Placing fake rock over backflow preventer.

Changing mulch or replacing mulch with rock.

Notice Required To Property Management for the following changes:

Repainting your home with the exact same colors.

Replacing windows or doors with exact same item.

Removing fence of any type.

This ARC Application Form Required for the following changes:

_____ Concrete, Block, Brick or Paver work including Concrete Curbing.
Submit: Lot survey, type of material, color and patterns.

_____ Tree or shrub removal. We need to verify your compliance with CCR's and Florida
Friendly Landscape Law.
Submit: Number and Types being removed. A photo if possible.

_____ Screening to include garages, entry ways, back porches, domed pool style
Enclosures and screen rooms.
Submit: Lot survey, drawing of change, dimensions, color of frame and roof type.

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- _____ Exterior Paint color changes.
Submit: Color samples marked with location to be used.
- _____ Exterior Structure Changes that affect shape, size or features of your home.
Submit: Description and/or drawing of change, characteristics of change, color and location.
- _____ Landscaping that uses a semi-permanent structure like brick, block, timbers and Fountains.
Submit: Lot survey, dimensions, type of material, color, and drawing of change.
- _____ Pool/Spas/Decks
Submit: Lot survey, dimensions, type of material and drawing of change.
- _____ Roofing/ Gutter/ Fascia/Soffit must be approved.
Submit: a sample of the materials or photo and color.
- _____ Fencing
Submit: Lot survey, drawing of change, dimensions, style, locations and other specifics.
- _____ Playground equipment over 6' high and 6' long.
Submit: Picture of play set and Lot Survey showing location.
- _____ Exterior Light Posts
Submit: Picture of Post light and Lot survey showing the location
- _____ Other, anything not listed above that is permitted as per the (or in) CCR's.
You will be contacted if additional information is required. Please specify details here. ***Purpose and benefits of making changes:*** _____

IMPORTANT! THIS ARCHITECTURAL REVIEW REQUEST MUST INCLUDE DETAILED DRAWINGS AND A SURVEY SHOWING PROPOSED CHANGES DRAWN TO SCALE – After ARC approval; all changes are subject to requirements of the corresponding City or County Permitting where you reside. If a permit is required, submit a copy to the Architectural Review Committee.

These changes will be performed by: ___Self ___Contractor

Name of Contractor _____ Phone # _____

(For your protection you should check the contractor's qualifications and verify that they are licensed and insured.)

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Homeowner Signature _____ Date _____

() **APPROVED** by the ARC Committee _____
Authorized Signature _____ Date _____

() **DENIED** by the ARC Committee _____

() **TABLED** for review by the ARC Committee

Comments: _____

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 respect to functionality, safety, or 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 these plans, the review hereof, or any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty. All items approved by the ARC shall be completed within six (6) months from the date of written approval or will require a re-submittal.

ARC Meetings are held on the 1st Wednesday of each month @ 7:00pm at the clubhouse. All ARC applications MUST be submitted no later than the 20th the month to be reviewed at the following month's ARC meeting date. Thank you. (revised portion 2015-12-33)

Homeowner's please submit this form by mail, fax or e-mail to:

**Bayberry Lakes Homeowners Association, Inc. ARC
Clifton Management
1326 S Ridgewood Ave Suite 14
Daytona Beach, FL 32114
Phone (386) 767-5575
Email: shirleybaker@cliftonmanagement.com**

(For office use only) **Date Received:** _____

Date Completed: _____