

STRATFORD POINTE HOMEOWNER ASSOCIATION, INC.

ARCHITECTURAL REVIEW COMMITTEE (ARC)

APPLICATION RULES AND GUIDELINES

ARBSUBMISSIONS@OMEGACMI.COM

Mail, Fax or Email to
Omega
7145 Turner Rd Ste 101
Rockledge, FL 32955
Fax:321-757-7903

HOMEOWNER INFORMATION

Homeowner name(s) below must appear on the property's title as recorded at the Clerk of the Circuit and County Court Brevard County, Florida.

Homeowner(s) Name:

Property Address:

Home Phone:

Cell Phone:

E-Mail Address:

ONLY ONE (1) ITEM MAY BE REQUESTED PER APPLICATION

**** PERMIT, PLOT, ELEVATION AND SPECIFICATION MAY BE REQUIRED ****

- | | |
|--|---|
| <input type="checkbox"/> Access Ramp | <input type="checkbox"/> ** Laundry Cloths Line (fence required) |
| <input type="checkbox"/> Antennae, Aerials, Satellite Dishes | <input type="checkbox"/> Playground Set (non-portable only) |
| <input type="checkbox"/> Basketball Hoops (non-portable only) | <input type="checkbox"/> ** Patios, Porches, Screen Enclosures |
| <input type="checkbox"/> Driveway (paving, sealing, addition) | <input type="checkbox"/> ** Pool and Spa |
| <input type="checkbox"/> Exterior Paint Color(s) (samples required) | <input type="checkbox"/> Roof Replacement |
| <input type="checkbox"/> Fascia, Soffit, Gutter (white only) | <input type="checkbox"/> ** Shed, Outbuilding, Temporary Building |
| <input type="checkbox"/> ** Fence | <input type="checkbox"/> ** Solar Panels and Equipment ** |
| <input type="checkbox"/> Flag Pole Installation | <input type="checkbox"/> Water Feature |
| <input type="checkbox"/> Garage Door and/or Screening | <input type="checkbox"/> Other (be specific) _____ |
| <input type="checkbox"/> Hurricane Shutters | _____ |
| <input type="checkbox"/> Landscaping, includes such items as;
mass planting, decorative curbing or edging or mass plant or tree
removal. | _____ |

Additional Comments / Descriptions (if needed):

SIGNATURES

Neither the Committee, Board of Directors, or Declarant shall have any liability in connection with or related to approved plans, specifications, or improvements. The approval of the plans does not mean that judgment is passed on the structural soundness of the improvement nor its effect upon existing or future drainage. The review of the plans is for aesthetic purposes only.

Signature of Homeowner:

Date:

ASSOCIATION USE ONLY

Date Application Received:

Application Number:

Permit:

- Required
 Submitted

Disposition:

- Approved
 Denied

Conditions Imposed by ARC:

Signature of ARC Chair/Board Member:

Date:

Signature of Property Management:

Date:

INSTRUCTIONS AND GUIDELINES

Application Procedure - Unless specifically identified as not requiring submittal for approval within the Declarations of Covenants, Conditions and Restrictions (CCR's) and the By-Laws documents, prior approval from the Architectural Control Review Committee (ARC) is required. Each application will be reviewed on a case-by-case basis. Submittal of an application and plans (*which will be kept on file with the Association*) should be delivered to the ARC Chair. The following information should be included with the submittal.

- a. **Application Form:** Only one Application Form will be accepted per project. Two completed application forms and supporting papers must be submitted (original to ARC and a copy for applicant).
- b. **Plot Plan:** A site plan showing dimensions, relation to existing dwelling and property lines (setbacks). Measurements must be written on the plans.
- c. **Elevation Plans:** Plans showing finished appearance of improvement in relation to existing dwelling.
- d. **Specification:** Detailed description of materials to be used, color samples and dimensions must be submitted.
- e. **City Codes:** All building, structures and other improvements erected and the use and appearance of all land within Stratford Pointe shall comply with all applicable city zoning and code requirements as well as the DCCR's and Guidelines of this Association. If permits are required, a copy of post-construction inspections certification shall be submitted with the ARC application.
- f. **Fine:** Article II, Section 2, (e). In the event any required approvals are not obtained prior to commencement of improvements, or in the event improvements are made which vary from those approved, it shall be deemed that no approvals were given and that a violation and/or breach of this Declaration has occurred. A fine of \$50.00 per occurrence shall be assessed against the Lot and shall accrue with interest as provided in Article VI until the fine is paid and approval is obtained or improvements corrected to comply with an approval given. If after 120 days from the date the first fine is assessed and the noncompliance has not been corrected, the Committee may re-assess the \$50.00 fine as a second occurrence of the same violation and may continue to do so every 120 days until the violation has been corrected.
- g. **Signs:** At no time may contractor signs be displayed on property. Permits and/or other needed documentation required must be displayed out of public view.

Review Approval and/or Disapproval: The Committee shall have 30 days after receipt of the submittal of plans to approve or disapprove plans. No verbal approvals/disapprovals will be given by the ARC. All decisions will be by written notice; no project may be started until written notice is received or fines will be assessed. Review and approval or disapproval will include, but is not limited to, consideration of material, quality of workmanship, colors and consistency with the external design and color of existing structures on the lot and impact on neighboring lots. The location of the improvement with respect to topography and finished grade elevation is also considered. If application requires additional documentation and/or information the homeowner must resubmit the application along with additional requirements for approval/disapproval. A period of 60 days, from the original application date will be allowed for the additional information to be submitted. After that time, a new application will be required.

Approval Expiration: Construction must be started within 30 days of the date of the Committee's approval of the application or the Committee's approval shall be deemed withdrawn and plans must be resubmitted in accordance with these Rules.

Construction Period: Article III, Section 7, All construction and landscaping approved by the Committee shall be completed within six (6) months from the date of written approval. The Committee may grant a greater period of time to complete said construction or may grant an extension of said six-month period.

Appeal Process - Any appeal of the ARC decision must be submitted in writing, within 30 days of the mailing date of the ARC decision, this may be mailed to the address above.