

VILLA SERENA OWNERS ASSOCIATION

Architectural Review Board (ARC) Application

Date _____

Homeowner Name(s) : _____

Property Address: _____

Home Phone: _____ Other Phone: _____

Email Address: _____

Mailing Address (If different from above): _____

In accordance with the Declaration of Covenants, Conditions and Restrictions, and the Association Rules and Regulations, I hereby request your consent to make the following changes, alterations, renovations, and or additions to my property:

() Patio () Screen Enclosure () Satellite Dish () American Flag Installation () Ring Door Bell

() Other _____

Description _____

Attach a copy of photos or drawings that clearly show the location of the proposed change, alteration, or addition. Also attach any drawings, blueprints of the plans, and color samples, if applicable. Note: applications submitted without clear photos or drawing of the changes or color samples will be considered incomplete.

I/We hereby understand and agree to the following situations:

1. No work will begin until written approval is received from the association.
2. All work will be done expeditiously once commenced and will be done in a good workmanlike manner by a licensed contractor. Contractors will be responsible for all cleanup.
3. All work will be performed at a time and in a manner to minimize interference and inconvenience to other residents.
4. I/We assume all liability and will be responsible for all damage to other units and/or common areas or injuries which may result from performance of this work.
5. I/We be responsible for the conduct of all persons, agents, contractors, subcontractors, and employees who are connected with this work.
6. I/we are responsible for complying with and will comply with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work, and I/we will obtain any necessary governmental permits and approvals for the work, and permits will be attached.
7. Upon receipt, Ameritech will forward the ARC application to the Architectural Review Board. Final decisions by the Association make take up to 30 days. I/We be notified in writing on the application is approved or denied.

Signature of Owner(s): _____ Date: _____

DO NOT WRITE BELOW THIS LINE

This application is hereby () Approved () Disapproved

Signature: _____ Date: _____

Comments: _____

Email completed application to ckelly@ameritechmail.com or place it in the lockbox outside the clubhouse doors.