

Lexington Lakes

Architectural Request Form

Approval is required from the Architectural Review Committee (ARC) before any change, alteration or addition can be made to the exterior of your Lexington Lakes home or landscaping. **Please read the information and instructions on the reverse, print clearly, fill in all fields, sign this request form, and deposit it in the ARC box inside the clubhouse along with any supporting documentation. Do not send directly to GRS.** Approval or denial will be delivered within 30 days after request is received and processed at a regularly scheduled ARC meeting. Work must begin within 90 days of approval. If there is a problem with delayed delivery of materials, please notify the ARC committee.

(Please print)

Owner(s) Name/s _____

Address _____

Phone/s _____ E-mail _____

(circle one) Year-round or Seasonal resident

Describe requested modification below. Please be specific. Use an extra sheet if necessary.

Who is doing the work? (check one) _____ self _____ contractor

If contractor, attach copy of contractor's business license and proof of insurance.

Applicant's signature Date

(I have read both sides of this application)

ARC Use Only -- Recommended Action

Date received _____ Approved _____ Not Approved _____ Incomplete* _____

(needed for completion)

*If Incomplete is checked, additional information is required to support your request.

ARC signature _____ Date _____

Landscaping committee signature _____ Date _____
(if applicable)

INSTRUCTIONS

1. Complete all fields and sign the form. Your signature confirms that you have read this information and applicable Rules and Regulations.
2. If a contractor is doing the work, attach a copy of his business license and proof of insurance to this application.
3. If applicable, submit a set of plans/site map for the proposed modification.
4. There is an approved color palette. Approved paint colors are available on the GRS website and in the clubhouse. Paint color swatches must accompany this application.
5. A physical sample of proposed roofing materials is required. Do not submit this sample with the form. Wait until you are contacted by the ARC committee.
6. Once completed and signed, with relevant supporting materials, deposit this form in the marked ARC box inside the clubhouse.

HOMEOWNER RESPONSIBILITIES

1. The homeowner/applicant is responsible for obtaining any necessary permits.
2. The homeowner is responsible for any damage to neighboring property or common areas, including underground utilities or irrigation lines, plantings, sod.
3. The homeowner is responsible for any infringement on or interference with existing facilities and easements on the property.
4. The homeowner is responsible for maintenance or repair of the proposed alteration.
5. The homeowner is responsible for irrigation, drainage, grading and maintenance of new plantings the homeowner has installed via an ARC application. No change may be made to drainage pattern of lot. Refer to Article VII, General Restrictive Covenants, Section 19, Drainage.
6. BE A GOOD NEIGHBOR. Let your immediate neighbors know of any scheduled work that will involve heavy machinery, extra traffic, dust or noise.
7. If the modification is not completed as approved, said approval can be revoked and the Association may require the removal of the modification at homeowner expense.
8. Per the governing documents, no commercial signs shall be displayed on the lot. Please advise your contractor/s accordingly.

ADDITIONAL INFORMATION

1. The ARC application form must also be submitted for work required by the HOA.
2. Applications will be reviewed by the committee at its next regular meeting and a decision will be rendered within 30 days.
3. Homeowners may appeal an ARC decision by written request to the Board of Directors via the management company, within 30 days of such decision.
4. Please be specific with landscaping requests and include location and the names of palms, trees or shrubs you wish to remove or install. Changes to landscaping may require consultation with the Landscaping committee. ARC will initiate this approval if necessary.
5. ARC approval does not constitute approval of the structural integrity of the requested modifications.
6. The Association governing documents and Rules and Regulations include several sections related to home and landscaping changes. All homeowners are advised to familiarize themselves with owners' and the association's rights and requirements.

Questions? GRS Community Management
residentservices@grsmgt.com