

## ARCHITECTURAL CHANGE REQUEST FORM

**ST. JAMES GOLF CLUB, INC. HOA**

5601 NW ST JAMES BLVD

PORT ST. LUCIE, FL 34983

PHONE: 772-344-0219 – FAX: 772-344-0818

NAME OF APPLICANT:		DATE OF APPLICATION:	
ADDRESS:			
HOME PHONE #:	CELL PHONE #:	EMAIL:	
<p><b>DESCRIPTION OF ANY EXTERIOR ADDITION OR CHANGE, POOL, FENCE, GUTTERS, PAINTING, LANDSCAPING, ETC.</b>                  Submit TWO (2) copies of all proposed exterior modifications, and where pertinent, these will be represented by floor plans, exterior elevations (all views), and site plans (showing applicable setbacks and dimensions from property lines to proposed structure). In addition, submissions will include proposed colors, materials and additional information necessary for the Architectural Committee, and the City of Port St. Lucie when involved, to make an informed decision. <b>NOTE: If all required information is not received with the application, THE ARCHITECTURAL CONTROL COMMITTEE WILL AUTOMATICALLY REJECT the application until all requested information is received.</b></p>			
DESCRIPTION:			
CONTRACTOR:			
<p>The undersigned acknowledges that they have read and understood this application and conditions. They also understand that until a signed approval is received from the Architectural Control Committee, <b>NO WORK IS TO COMMENCE.</b></p>			
_____ Applicant's Signature		_____ Applicant's Signature	
CONDITIONS OF APPROVAL:			
<ol style="list-style-type: none"> <li>1. The owner understands and agrees that <b>NO WORK</b> in this request shall commence until written approval from the Architectural Control Committee is received.</li> <li>2. Construction must meet all zoning, building codes and laws of the county, if permits are required.</li> <li>3. Applicant has the responsibility for removal, in a timely manner, of all debris resulting from construction.</li> <li>4. No pool, hot tub, lanai, patio or excavation of any kind can be started unless the Architectural Control Committee is notified in advance. Before excavating, the <b>HOMEOWNERS SPRINKLER SYSTEM</b> needs to be cut and capped, then fully restored after completion. <b>THE MAIN LINE MUST BE REROUTED FOR FULL ACCESS AT HOMEOWNERS EXPENSE.</b> HOA Maintenance personnel must be present to inspect. For lanais, access to the back of home must be between the homes.</li> <li>5. The contracting Co. and owner are responsible for restoring access and the surrounding area to the original condition within five (5) days after completion of job.</li> <li>6. Once approved, construction must be completed within the time and must not cause interference with the neighboring properties.</li> <li>7. A five hundred dollar (\$500.00) deposit is required for common area damage done by any contractor when installing a pool, patio or any modification to property.</li> <li>8. A copy of <b>CONTRACTOR'S CERTIFICATE OF INSURANCE (Inc. Worker Compensation) and LICENSE MUST BE ATTACHED.</b></li> <li>9. All exterior painting requests will require a color sample of all paints to be used (Walls, Trim, Gutters, Etc.). <b>PAINT COLORS MUST BE FROM THE APPROVED SAMPLES AVAILABLE FOR REVIEW IN THE HOA OFFICE.</b> If the paint colors do not adhere to the submitted approved color samples, it will be the homeowners' responsibility to correct the issue at their own expense.</li> <li>10. Any new plants, shrubs or bushes not replacing existing ones will be the homeowners' responsibility to maintain.</li> </ol>			

Respectfully,

Architectural Control Committee

Jack Albright 630-291-0529 (Chairperson)

Jorge Rojas 772-342-4467 (Co-Chairperson)

Ric Martino 561-271-6586