

RICHMOND VILLAS AT KINGS POINT HOMEOWNER'S ASSOCIATION, INC.
ARCHITECTURAL & LANDSCAPE ALTERATION REQUEST FORM
 (Detailed Instructions, Procedures & Conditions on Page #3)

HOME OWNER (HO) NAME: _____ PHONE: _____

OWNERS EMAIL: _____ LOT NUMBER: _____

UNIT ADDRESS: _____

CONTRACTOR: _____ PHONE: _____

CONTRACTOR LICENSE # _____

ESTIMATED START/COMPLETION DATE _____ / _____ (Requests not completed within 90 days of the approval date must be resubmitted.)

REQUEST DESCRIPTION (include required attachments – Lot Plot-Plan, Drawings, Sketches, Contractor's Documents, etc):

By my signature below, I understand and accept all of the instructions, procedures, and conditions listed on Page 3 of this form.

Date: _____

 HOMEOWNER(S) SIGNATURE(S)

SIGNATURES OF THOSE MOST AFFECTED BY THE CHANGE: The adjoining Roof-Mate and Neighbor's signatures are required for requests that may affect their home or view, including but not limited to construction of: Lanais (Enclosed or Screened), Patios, Grill Pads, Driveway and Walkway repairs, and/or replacement or planting of large trees and shrubs. Roof-Mate and Neighbor(s) input is important, but will not control the Board's decision.

Roof-Mate Name (print)_____
Neighbor's Name/ (print)_____
Neighbor's Name (print)_____
Roof-Mate Signature/Date_____
Neighbor's Signature/Date_____
Neighbor's Signature/Date

DISPOSITION**ARCHITECTURAL REVIEW COMMITTEE (ARC) ACTION****ARC Review and Recommendation:** _____**ARC Chairperson Signature** _____**Date** _____**Recommendation:** Approved – Disapproved - Approved with Conditions
(Circle the Appropriate Recommendation)**ARC Comments/Rationale:** _____

_____**BOARD OF DIRECTORS (BOD) ACTION****APPROVED DATE:** _____**DISAPPROVED DATE:** _____

1. _____

BOARD MEMBER'S SIGNATURE**Name/Title (Please Print)** _____2. **BOD COMMENTS:** _____

_____**MANAGEMENT ACTION**

FirstService Management reviews each Richmond Architectural & Landscape Alteration Request for completeness and vendor adherence to license and insurance requirements. Management review does not supersede your Board's decision. Board Action is no substitute for unit owner vote, if required. Management assumes no responsibility for alterations including vendor or materials. Management makes no representation that alterations are permissible under the Associations governing documents, Florida Statute 720 or any other governing body, without a written legal opinion. The applicant shall be exclusively responsible for compliance with all set-back requirements, codes and laws that apply to the proposed modification.

REVIEWER: _____**Date:** _____**Copy to Homeowner:** _____**Date:** _____**Copy to Board:** _____**Date:** _____**Copy to Irrigation Contractor (if required)** _____**Date:** _____

INSTRUCTIONS

1. Please print legibly.
2. Attach a Home Owner's Lot "Plot-Plan" with a sketch of the proposed alteration clearly showing detailed dimensions of the alteration in relation to all property boundaries and easements. Attach a contractor's proposal for completion of the alteration. The sketch and contractor's proposal must include: location on the property, dimensions (in relation to all property boundaries and easements), construction materials, colors, and distance from the foundation of the home. Alteration Requests for replacing small Florida Friendly Plants are not required. Landscape requests are required for large trees and shrubs and must include type, number, size, and location of the plantings. Written information submitted without sufficient detail needed to define proposed improvements will be returned without approval.
3. Each page is to be signed and dated by the Homeowner(s), adjoining roof-mates, neighbors, the designated Architectural Review Committee member, and a Richmond Board Member as specified on Page #1 and Page #2.
4. All alterations need to comply with applicable codes and regulations, and policies, maintain aesthetics, drainage, structural, mechanical, etc, conditions without impairing other residents' rights.

PROCEDURES

The Completed Alteration Request Form must be submitted to the Richmond Villas HOA, Architectural Review Committee (ARC) Chairperson. The ARC will review the request and forward their recommended approval/disapproval to the BOD. When approved, the BOD sends the document to FirstService for review, recording and distribution. If disapproved, the document is returned to the Homeowner (HO) by the Board for further action as required.

CONDITIONS

1. **WARNING and STIPULATIONS:** If the Richmond Villas BOD does not approve the Alteration Request, you **MUST NOT** begin your project. The Board may require removal of an alteration, at the HO's expense, if an alteration is started without approval. The HO shall be responsible for any and all damage and/or warranty issues arising from the installation/construction of any approved project. All County and Association Code and Permitting requirements must be met.
2. **PROJECT START AND COMPLETION:** Work may not begin on an alteration until written approval is received by the applicant from the BOD. Work must be completed within 90 days of the BOD approval date and Property Manager Review. The HO must notify the ARC, BOD, and Property Manager (FirstService) when the work is completed.
3. **LANAI, PATIO, AND GRILL PAD MODIFICATIONS:** Alteration Requests for Lanais, Patios, and Grill Pads require that the HO and Contractor follow Board Approved Richmond Design Standards for such projects.
4. **CONCRETE PAVER MODIFICATIONS:** Alteration Requests for installation of Concrete Pavers require that the HO and Contractor follow Board Approved Design Standards for such projects.
5. **MAINTENANCE:** Regular maintenance, repair and/or replacement of any alterations are the responsibility of the HO in accordance with Article III, **MAINTENANCE AND EASEMENTS**, Section 1, Maintenance by Lot Owners. The Board may request removal of an alteration, at the HO's expense, if an alteration is not maintained properly.
6. **LANDSCAPE ALTERATIONS:** The exterior lawns and plant beds are owned by the HO; however, all governing documents and community Rules and Regulations apply.
7. **CONDITIONS & STIPULATIONS FOR TEMPORARY STRUCTURES:** Alterations including, but not limited to, Grill Pads (concrete or pavers) or edging bricks. The HO shall be responsible and liable for any damage or warranty issues arising from installation of a temporary structure. The HO is required to maintain the area to insure it remains flat and level and that grass/weeds do not grow between the blocks or bricks and that all materials used remain intact and/or replaced as necessary. Should the HO move or sell the property, the HO may be asked to remove such temporary structure at the HO's expense. The HO must ensure the temporary structure does not impede nor increase the effort or cost to mow, edge, or perform other work performed by the Landscape Contractor.
8. **IRRIGATION:** Projects such as: Lanai Extensions, Patios, Driveway Repairs/Replacement, or Grill Pads, where Concrete Slabs or Pavers are installed and Irrigation Lines may be affected, or any project that requires changes to the irrigation system; the irrigation system modifications are the sole responsibility of the HO. Any irrigation system modifications **MUST** be performed by the Master Irrigation Contractor (MIC) at the HO's expense. Alteration Requests that may affect any irrigation system require that the HO submit an additional **"KINGS POINT MEMBER ASSOCIATION REQUEST FOR ALTERATIONS OR IMPROVEMENTS Form"** along with this Richmond Villas Architectural & Landscape Alteration Request Form. If work is completed prior to the MIC reviewing the irrigation system, the HO is responsible for all expenses related to any irrigation line damage and/or future repairs should a line running under the alteration break. An irrigation check by the MIC may take 3 to 5 days and must be completed before any work may begin. FirstService will notify the HO when the landscape check is complete and the project may begin.

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