

SERRANO AT COUNTRY LAKES HOMEOWNERS ASSOCIATION

ARCHITECTURAL GUIDELINES

The purpose of the Architectural Review Committee is in accordance with your Homeowners Association Documents and to keep your association in the same style and aesthetics that was intended by your builder. No items may be added to or taken down from the outside of your unit without the approval of the Architectural Review Committee. In addition to this, no film may be added to your windows.

If you are replacing an item that does not require a vendor and the item is being replaced with the same exact thing, the approval process should not be a necessity.

The following items are required before your request can be processed:

1. Completed A.R.C form with the description of what is being modified or replaced.
2. A copy of the Contractor's current Occupational License if using a contractor.
3. A copy of a current Workers' Compensation and Liability insurance policy from the contractor.
4. A copy of your site plan with the areas & items you wish to add or change detailed and highlighted.
5. If using a vendor, they will need to post the copy/copies of the permit(s) on the job site.
6. If doing the modification yourself, please sign the acceptance of responsibility line on the A.R.C Request Form.

The Board of Directors has up to (45) days from receipt of said request to approve or disapprove the modification to be made. If the application request is received incomplete, it will be returned to you for the missing items. **YOU MAY NOT START YOUR MODIFICATION PRIOR TO RECEIVING AN APPROVED ARC REQUEST FORM.**

Serrano at Country Lakes Homeowners Association

request for property modification/architectural review

Please complete and return form along with any other required items to:

Serrano Property Manager
Nicolas Pancaro
Albion Management
561-988-6998 e-mail...Nicolas@2albion.com

Date submitted: _____

Name: _____

Address: _____

Phone: _____ or _____

E-mail: _____ Fax: _____

Modification(s) Requested:

- | | |
|--|--|
| <input type="checkbox"/> Fences (materials, style, plat & sketch included) | <input type="checkbox"/> Pool or spa (plat, style, sketch) |
| <input type="checkbox"/> Landscaping - front and/or rear (species & sketch) | <input type="checkbox"/> Screening (type & elevation) |
| <input type="checkbox"/> Tree removal or addition (sketch) | <input type="checkbox"/> Recreation equipment (type, sketch) |
| <input type="checkbox"/> Re-painting (new or current color - include color chip) | <input type="checkbox"/> Structure addition or modification (plan) |
| <input type="checkbox"/> Patio and/or walkway (plat & sketch) | <input type="checkbox"/> Other (describe thoroughly) |

Please attach all required information as noted in parentheses above.
(Alterations to *easement* portion of property require completion of additional application.)

Description: _____

Company or contractor: _____ Start & finish dates: _____

Acceptance of Responsibility for doing the work myself: _____

Request received by: _____ Date: _____

Approved **Conditional Approval** (see attached) **Rejected** Date: _____

by: _____ & _____

**Approved request is valid for 6 months from approval date.
Please contact the ARC committee upon completion of your project.

Project completed In compliance Further action required