



... the Leading Edge in Community Management

What is the difference between an architectural request (AC) and a request for exterior modification (EM)?

Single Family Homeowners Associations use architectural requests. These are typically required when one desires to change the paint colors on their home; add room additions, fences, or do significant landscape changes. In more and more communities, an AC request is required for any exterior change.

Condominiums, Town Houses, Villas, Multi-unit homes typically require a request for exterior modification. Communities like these typically do not own anything outside of their interior walls. So even a wreath on a door or furniture beside the front door may require a request. Plantings certainly do because some communities welcome it and others do not. However, if you plant on common areas, don't be upset if the lawn man does not take care of it the way you might. Remember you do not own the grounds (typically) and their contracts do not allow for that degree of specialization called for by unique or independent plantings.

In all cases, getting approval in advance makes sense. If Board's or rules change - you have written documentation. Do not make a purchase until the matter is approved in advance.

- Now this is the most frequent question that we receive about the architectural request policy. What will happen if I start my project without approval first?
- Our answer is we do not know but here are actual consequences that have occurred to many who have started projects without permission
 - People have had to re-paint their home to hide unapproved paint colors
 - People have had to restore their garage to a garage rather than a usable room
 - People have been served with cease and desist orders and have incurred extraordinary attorney fees as a result.
- For your information, you should not act until you get approval. The Board typically has 30 days to approve or reject the opp. If you submit a request, give it two weeks before calling if you have not heard by then.

Good luck with your request. Getting the OK ahead of time is the only smart thing to do. Please mail it to "Your Community" at 10500 University Center Dr. Suite 190, Tampa, FL, 33612.

Name of Community: _____

Mail to: 10500 University Center Dr. Suite 190, Tampa FL 33612, Ph: 930-8036, Fax: 993-0142

APPROVAL REQUEST FOR ARCHITECTURAL MODIFICATIONS

The undersigned homeowner seeks approval of the Architectural Committee for additions or alterations to existing structure and/or property as follows:

Painting: _____ Addition: _____ Alteration: _____ Other: _____ Date Submitted: _____

A plot survey or site plan showing dimensions, setbacks, and landscaping, as well as plan illustrating materials, colors and all details **MUST** be included with this request for approval. Color chips **MUST** be included for any color changes. Narrative description of proposed project:

The undersigned property owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvements, alterations, or additions described herein comply with all applicable laws, rules, regulations, codes, and ordinances; including, without limitation, zoning ordinances, subdivision regulations, and building codes. The Board of Directors or its Management or its Architectural Committee shall have no liability or obligation to determine whether such improvements, alterations, and additions comply with any such laws, rules, regulations, codes, or ordinances.

I agree that I will not begin property improvements until the Architectural Committee notifies me in writing of their approval. If any change is made to the project that has not been approved, the Committee has the right to demand the removal of that unapproved portion of the project from my property, or the return of the property to its previous state.

Signature of Owner _____

Printed Name of Owner _____

Street Address: _____

Account # if known: _____

Email Address (mandatory) _____

Telephone with voicemail for our messages or questions: _____

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ACTION OF COMMITTEE

_____ RECOMMENDED APPROVAL _____ RECOMMENDED DISAPPROVAL _____ DATE

Comments: _____

SIGNATURE OF COMMITTEE CHAIRPERSON _____

THIS APPROVAL IS VALID FOR SIX (6) MONTHS FROM DATE OF APPROVAL. AFTER SIX (6) MONTHS, A NEW REQUEST MUST BE SUBMITTED FOR PROJECT APPROVAL!

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FORM SHOULD BE SUBMITTED TO:
VANGUARD MANAGEMENT GROUP Inc.
10500 University Center Dr. Suite 190, TAMPA, FL 33612

_____ Received by VMG _____ Sent to Committee _____ Returned by Committee
_____ Owner File updated _____ Mailed to Homeowner _____ MGR Initials