

HAWKS POINT HOMEOWNERS ASSOCIATION, INC

ARCHITECTURAL REVIEW APPLICATION

MAIL APPLICATION TO: P.O. Box 18809 Sarasota, Florida 34276

OFFICE: (941) 870-4920

EMAIL: allapplications@sunstatemanagement.com

EMAIL MUST BE RECEIVED BY EMAIL OR MAIL ONLY. FAXED APPLICATIONS WILL NOT BE PROCESSED

NAME: _____ EMAIL: _____
PROPERTY ADDRESS: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
HOME PHONE: _____ CELL/WORK PHONE: _____ FAX: _____

In accordance with the Declaration of Covenants, Conditions and Restrictions and the Association's Rules and Regulations, installations must conform to this approval and the Association's guidelines. I hereby request your consent to make the following change, alteration, renovation and/or addition to my property.

CHECK ONE PER APPLICATION

FENCE SWIMMING POOL PATIO SCREEN ENCLOSURE EXTERIOR COLOR LAWN REPLACEMENT
 LANDSCAPING LAWN ORNAMENT OTHER _____

- 1) Attach a copy of the property survey that shows the locations of the proposed change, alteration, renovation, or addition.
- 2) Attach drawings of your plan(s) or any contractor proposal.
- 3) Attach color photos or project and all color samples/descriptions

NOTE: APPLICATIONS SUBMITTED WITHOUT A COPY OF THE SURVEY, DRAWING, COLOR SAMPLE OR PHOTO WILL BE CONSIDERED INCOMPLETE. IF AN APPLICATION IS INCOMPLETE, IT WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU.

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

1. No work will begin until written approval is received from the Association. You have **6 months** from the approval date to complete the work. If not, then you **must re-apply** for approval.
2. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
3. All work will be performed and in a manner that will minimize interference and inconvenience to other residents.
4. I assume all liability and will be responsible for any and all damages to other lots and/or common area, which may result from performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors, and employees who are connected with this work.
6. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
7. Upon receipt Sunstate Association Management Group will forward the application to the Association. A decision by the Association may take up to 30 or more days, depending on the Association documents. I will be notified in writing when the application is either approved or denied.

ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THEIR ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS.

Signature of Owner(s) _____ Date _____

DO NOT WRITE BELOW THIS LINE

This application is hereby: Approved

Disapproved

Date _____

Signature _____

Comments _____

Date Received from Owner _____ Given to Committee _____ Mailed to Owner _____

ARCHITECTURAL REVIEW CHECKLIST

Please keep for your reference

Please include all of the following when submitting application

- _____ Homeowner in good standing with the HOA
- _____ Deposits/Application Fee, if applicable \$ _____

Porch/Patio/Screen Enclosures:

- _____ Complete application signed
- _____ Type of materials to be used color/finish
- _____ Photo sample showing color and design
- _____ Lot survey plan showing location of proposed addition with dimensions
- _____ Contractor plans, including scaled drawing showing elevations including length, width and height of addition, showing door/window locations.

Fences:

- _____ Complete application signed
- _____ Type of materials to be used
- _____ Lot survey plan showing location of fence on site with footage
- _____ Contractor plans, including scaled drawing showing footage, gates and setbacks
- _____ Sample photo or brochure showing design and color (including gates)

Landscaping:

- _____ Complete application signed
- _____ Landscaping plan drawing and plants and other materials indicated
- _____ Photo samples of plants/trees, decorative rock, mulch or border material
- _____ Lot survey plan showing locations and landscaping or curbing

Pool/Spa:

- _____ Complete application signed
- _____ Lot survey plan showing location or proposed addition with dimensions
- _____ Contractor plans, including scaled drawing showing dimensions or pool and pool decking
- _____ Location of pool equipment and material to hide from view
- _____ Photo samples of pool and pavers/tiles (materials) being used

Paint:

- _____ Check community approved paint colors; pick a color scheme from book, if applicable
- _____ Paint scheme numbers—indicate body, trim, door, garage
- _____ Paint color samples (in color)
do not need lot survey

All Other Requests:

- _____ Completed application signed
- _____ Lot survey plan showing location of proposed addition with dimensions
- _____ Contractor plans, including scaled drawing showing dimensions of addition
- _____ Photo samples showing color and design