

ARCHITECTURAL CHANGE REQUEST APPLICATION
ISLES AT WATERWAY VILLAGE HOMEOWNERS' ASSOCIATION
5350 Waterway Village Blvd, Vero Beach, FL 32967
Office 772-778-6902 FAX 772-778-6922

 Homeowner Name Isles Property Address

 Contact phone # Mailing Address (if different)

 Email Address

Home Model: Check one () Carlyle () Oakmont () Capri () Carrington

DESCRIPTION OF PROPOSED CHANGE OR ALTERATION

Describe how the current state will change. What is being removed and/or added? Be specific in details and location.

Vendor/s you are contracting with: _____

Estimated start date: _____ Estimated completion date: _____

APPROVAL REQUIREMENTS

You are required to review the Architectural Guidelines document on the HOA website (www.iwwvhoa.com) to ensure you are following all the requirements for your requested change.

SUBMISSION ATTACHMENTS REQUIRED

- Lot survey marked to show location of proposed changes. Such as setbacks, dimensions from property line, landscape placement.
- Identification of any irrigation or utility lines in the path of excavation. The homeowner must use the HOA irrigation vendor for all relocations or repairs.
- Copy of vendor’s insurance with minimum \$1m general liability coverage and workers compensation coverage; business license; and signed contract for proposed changes. An exception is when the vendor is used by the HOA, the insurance and business license documents will be on file in the HOA office. Check with the office before submitting.
- Additional information about products such as specification sheets, proposed colors, patterns, and materials. Pictures can also be helpful in describing request. Landscape changes need to list plants removing and adding, and a layout design. Landscape material must conform to Grounds Committee recommendations.

APPLICATION PROCESS

- Homeowner submits application packet to HOA office.
- Architectural Compliance Committee (ACC) meets to review requests (meeting schedule in office and posted by mail room). ACC approves request or requires additional information before making decision or denies request.
- ACC establishes deposit amount that will be required.
- ACC may schedule a preview meeting prior to their meeting with homeowner to assist with application review.
- Homeowner will be contacted with ACC results. **No work can begin until the formal written approval comes from Property Management Company via email or USPS.**
- Homeowner will need to notify the HOA Office when work is completed to receive an inspection by ACC and to have deposit returned after inspection.

HOMEOWNER AGREEMENT

The undersigned acknowledges that they have **read and understand** the ACC Guidelines (available on HOA website www.iwwvhoa.com), and contents of this application. Additionally, the undersigned understands that no work can proceed until a formal written notification is received via email or USPS from the Property Management Company.

Homeowner Signature _____ Date _____

ACC RESPONSE:

() Approved () Denied () Additional Conditions Required _____
ACC Member Signature/Date
