

After approved, deliver for filing, to:
Versailles 1
Communities First Association Management
Box 417
Apollo Beach Fl 33572
813-333-1047

VERSAILLES I POA

NAME _____

ADDRESS _____ Email: _____

PHONE NUMBER _____

REQUEST _____

ESTIMATED START/COMPLETION DATE _ *(Requests not completed within 90 days of the approval date must be resubmitted. Ask the Board if an extension is needed.*

By my signature below, I acknowledge that I have read the Declaration of Covenants and Restrictions, Article IX – Architectural Control, and will comply with all regulations set forth therein. I accept financial responsibility for any damage from work performed, plus responsibility to clean up the area from any work. I also understand that regular maintenance, as normal in Versailles I, and/or replacement, in kind and equivalent size, of any improvement is my responsibility in accordance with the Declaration of Covenants and Restrictions.

Owner's Signature

Date Requested

You may show that the neighbors who would have a direct view of or be affected by this change are aware of your request, by having them sign below. This is not required by the documents, but is a courtesy to your neighbors, and may help the Committee in their decision.

- | | |
|-----------|------------|
| (1) _____ | Date _____ |
| (2) _____ | Date _____ |
| (3) _____ | Date _____ |

Architectural Committee Review:

Approved Disapproved **Date:** _____

(3) _____

(4) _____

(3) _____

Comments:

BOARD PRESIDENT
(or designated assignee) _____ Date _____, 20__

Architectural / Landscape Change - Request Form
INSTRUCTIONS

WORK MUST NOT BEGIN UNTIL ALL APPROVAL SIGNATURES ARE OBTAINED ON PAGE 1 OF THIS REQUEST FORM. CHANGES MADE WITHOUT PRIOR APPROVAL ARE SUBJECT TO REMOVAL, AT THE OWNER'S EXPENSE, IN ACCORDANCE WITH THE DECLARATION OF COVENANTS AND RESTRICTIONS.

1. **Attach a scale drawing or photo of the project. Specific measurements including location of property line should be attached.** If the project is for external painting or roofing, please contact the Versailles 1 Board members for the approved color charts.
2. **All attachments to this request must be page numbered.** Written information submitted without sufficient detail needed to define proposed improvements, may result in either rejection or a meeting with a board member to review the project.
3. **Each page is to be reviewed and the final project approval signed by the Architectural Committee.** After approval, keep a copy for your records. A scanned copy or the original, completed Request, with all required attachments, will be sent to the Property Management office for filing. You may then notify your contractor to proceed. If your request is not approved, refer to Article IX, Section 10. of the Declaration, if you wish to appeal.
4. **Compliance:** All improvements must maintain the current look of the Association; comply with applicable codes, regulations, and policies; and maintain drainage, structural and mechanical conditions; all without obstructing other residences' rights. Any planned changes or impacts to original lot drainage must be presented with required solutions.
5. **REQUIRED ATTACHMENTS TO THIS REQUEST FORM:**
 - A. **Contractor's proposal/estimate sheet** which shows the detail of style, materials, numbers, colors, dimensions, and the proposed placement of the project in relationship your property lines and Dwelling. *[Dimensions should include the size of the finished product or, if landscaping, then the maximum height and width that plants will be maintained. The cost may be erased from the copy, if desired.]*
 - B. **Sketch** or **picture** of the proposed change. **Submitted drawings for a pool and/or spa MUST show the proposed location of the pump/filter/water conditioning/heating equipment and the measured distance (in feet) such equipment will be from any adjacent neighbors' dwellings.** Please notify your neighbors of the proposed location of any such equipment to avoid creating a noise nuisance. Get their signature on the drawing indicating they understand where the equipment will be located. Be prepared to modify your plan if the location of the equipment is not acceptable.
 - C. **Permission for Ingress/Egress:** If your contractor must use any portion of a Neighbor's lot or easement for ingress and egress, obtain prior permission from the affected Neighbors, in writing, and attach it to this Request Form.
 - D. **Survey** (required for structural additions) **showing the property setbacks** *[distance from your property lines to the proposed structure.]*