

FISHERMANS COVE ARC REVIEW PROCESS

The following is provided to assist you in submitting your request to the Architectural Review Committee (ARC) for improvements you wish to make on your property. It is important that each homeowner read the Declaration of Covenants and Restrictions and Fishermans Cove ARC Guidelines **before** submitting any request for approval of improvements. Copies of both documents can be obtained from May Management Services, Inc.

PLEASE REMEMBER TO PLAN AHEAD. REQUESTS ARE REVIEWED MONTHLY.

1. Obtain ARC application form from:
MAY Management Services, Inc.
240 Canal Blvd. Suite 2
Ponte Vedra Beach, FL 32082
Phone 273-9832; Fax 273-4851
2. Complete the ARC Application as indicated, including any **copies** required, and return to MAY Management Services, Inc. five (5) days prior to Board of Directors/ARC Committee Meeting (currently held on the second Tuesday of the month at 9:00 a.m.)
3. All approvals or denials from the ARC will be in writing and returned via U.S. Mail.
4. The ARC is allowed thirty (30) days to process and approve or disapprove such requests as outlined in the Declaration of Covenants and Restrictions.
5. After approval by the ARC, the proposed improvements must be commenced within six months, or approval must once again be obtained from the ARC as provided herein, once commenced, the construction must proceed diligently. The exterior of any House, and the accompanying landscaping, shall be completed within nine (9) months from commencement unless the ARC allows an extension of time.

ARC# _____

**Fishermans Cove Condominium Association
Architectural Review Application
May Management Services, Inc
240 Canal Blvd, Suite 2, Ponte Vedra Beach, FL 32082
Phone: 904/273-9832, Fax: 904/273-4851**

From: Property Owner: _____

Mailing Address: _____

Phone number: _____

Approval requested for (property address): _____

Proposed Start Date: _____ **Estimated Date of Completion:** _____

Application is made for the following (please check all that apply):

<p>_____ Window Replacement</p> <p>If <u>all</u> windows are being replaced only with bronze tone windows may be used. If some of the windows are being replaced they can match the color of the existing windows. Please include number of windows, location, color, manufacturer name, specifications etc.</p>	<p>_____ Screen Enclosure</p> <p>Attach survey showing footprint, color, materials specifications, all elevation drawings, site plans, and landscape plan.. *Note: If enclosing existing patio or lanai, please include photos of existing structure.</p>
<p>_____ Landscaping</p> <p>Attach survey showing location of plant material and design layout, a list of the size, number and type of plants and the type of mulch to be used.)</p> <p>Note: Maintenance and upkeep of the proposed changes will be the responsibility of the homeowner.</p>	<p>_____ Other</p> <p>Please include as much information as possible including any architectural plans, material specifications, locations, dimensions, etc.</p>
<p>_____ Exterior Door Replacement</p> <p>Please include as much information as possible including any architectural plans, material specifications, locations, dimensions, etc.</p>	

Signature: _____

Date: _____

NOTE: All requests must conform to all applicable zoning and building regulations, and it is the property owner's responsibility to obtain all necessary permits if application is approved.

These plans have been reviewed for the limited purpose of determining the aesthetic compatibility of the plans with the community and in conjunction with deed restrictions of your community. These plans are approved on a limited basis. No review has been made with respect to functionality, safety, and compliance with governmental regulations or otherwise, and no reliance on this approval should be made by any party with respect to such matters. The approving authority expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty.

After approval by the ARC, the proposed improvements must be commenced within six months, or approval must once again be obtained from the ARC as provided herein, once commenced, the construction must proceed diligently. The exterior of any House, and the accompanying landscaping, shall be completed within six (6) months from commencement unless the ARC allows an extension of time.

*****Any change to the approved plans without prior ARC approval subjects these changes to disapproval and enforced compliance to the approved plans may result.*****

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****THIS SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE****

Date Approved: _____ **Date Denied:** _____

Committee Member's Signature: _____

Comments:

Inspection Date: _____

Comments:

Signature: _____