

Fishermans Cove

THE FISHERMANS COVE ARC REVIEW PROCESS

The following information will assist you in submitting your request to the Architectural Review Committee (ARC) for improvements you wish to make on your property.

I. BEFORE YOU BEGIN

Before you begin a unit improvement project, you should consider the following:

- A. **Is my proposed improvement allowed?** Before you make any improvements on your Unit, you should read the Fishermans Cove Condominium Association Declaration of Covenants and Restrictions and Fishermans Cove Rules and Regulations, which are provided on our website: www.fishermanscoveassociation.com.
- B. **Do I need any prior approval from the Fishermans Cove Condominium Association?** With the exception of light landscaping between your service court (shed) and outer kitchen wall, and certain interior remodeling of your unit that does not involve commonly-owned pipes, etc., you should assume that you will need the approval Board for any improvements.
- C. **Do I need any prior approval from the Sawgrass Master Association?** In addition to the approval of the Fishermans Cove Board, you may need the approval of the Sawgrass Master Association for any improvements that are not “in-kind” (*i.e.*, changing a window for one of the same size, number of panes, and color) or do not meet Fishermans Cove’s specifications.
- D. **Where do I obtain an ARC Application?** You can obtain an ARC application form from our website or by going to the appendix to the Association’s Rules, or by contacting the Association manager, May Management, at 904-273-9832.
- E. **How do I request approval?** The Board has established an Architectural Review Committee (ARC) that has established guidelines for submitting an ARC application. It has also established certain guidelines (shed roofs, railings, *etc.*) that you should review and give to your contractor **before** submitting any request for approval of improvements. Copies of these documents can be obtained from our website or May Management.
 1. In preparing your application, include as much information as possible. Examples:
 - a. If you want to replace a window or door, include in your application whether it is a “like-for-like” replacement, and the size, the color, the number of panes.
 - b. If you want to add or replace your shed roof or railings on your deck, you can simply attach a copy of the Shed Roof Policy or Railings Policy, which contains the specifications that the Board has approved for shed roofs and railings, respectively, and state that your shed roof or railing will be built to these specifications.
 2. Photographs of the site or improvement, such as a window or door, to be modified are very useful and may be required if requested by the ARC.

ARC Application Instructions

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3. Any drawings (even hand drawings on photograph) or manufacturer specifications are useful and may be required if requested by the ARC.
 4. References to Board-approved policies and regulations are very helpful.
- F. How long does the ARC process take?** The length of the process will depend upon how long it takes for you to submit an application that provides sufficient information. Once you have submitted an ARC application that the ARC deems provides all of the information necessary for it and the Board to make a decision, the Board will act within thirty (30) days.

II. THE FISHERMANS COVE ARC PROCESS

- A.** Submit a signed ARC application to May Management. Applications may be submitted via U.S. Mail, by email to May Management or in person to May Management.
- B.** Once you submit your ARC application, you will receive a notification from May Management that it has been received and forwarded to the ARC for review.
- C.** You may receive questions for further information about your proposed project during or as a result of the ARC's review.
- D.** Once the ARC deems that it has sufficient information to determine whether to recommend approval of your application, you will receive a communication from May Management that your application has been deemed sufficient for the ARC to be able to make a recommendation for the application to the Board.
- E.** Once your application has been deemed complete, the Board will make a determination of whether to approve or deny your application within thirty (30) days. The thirty (30) day time limit will not begin to run until an application is complete by the ARC.
- F.** ARC applications that address landscaping issues with no hardscaping will be forwarded to the Landscape Committee, which has authorization to approve certain landscape-only applications with no Board review under Section 7.13 of the Rules and Regulations. The Landscape Committee will act on your application within thirty (30) days.
- G.** All approvals or denials from the Board, or the Landscape Committee, as the case may be, will be in writing and provided to you via U.S. Mail. A copy of an approval may be emailed to a unit owner as a matter of courtesy.
- H.** After approval by the ARC, the proposed improvements must commence within six (6) months, or approval must once again be obtained from the ARC.
 1. Once construction begins, it must proceed diligently and in accordance with the Board's Rules.

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Fishermans Cove Condominium Association, Inc. Architectural Review Application

Approval requested for (Unit Number): _____

Property Owner: _____

Mailing Address: _____

Phone number: _____

Email: _____

Proposed Start Date: _____

Estimated Date of Completion: _____

Description of the Proposed Improvement:

Name, Address and Telephone Number of Proposed
Contractor: _____

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Please Check All Boxes That Apply

<p>_____ Window or Glass Door Replacement</p> <p>*Is this a “like-for-like” replacement? _____</p> <p>Include photos and dimensions, number of panes (if applicable), windows, location, color, manufacturer name, and other specifications of replacement items.</p>	<p>_____ Shed Roof</p> <p>Does your plan meet the specifications of our Shed Roof Policy? _____</p>
<p>_____ Landscaping</p> <p>Attach a written description and drawing (may be hand-drawn) showing the proposed location of the improvement.</p> <p>Attach drawings, photos, etc., 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>_____ Railings</p> <p>Does your plan meet the specification of our Railings Policy? _____</p> <p>Attach a description of the location of the proposed railing.</p>
<p>_____ Other Exterior Door Replacement</p> <p>*Is this a “like-for-like” replacement? _____</p> <p>Include as much information as possible including any architectural plans, material specifications, locations, dimensions, etc.</p>	<p>_____ Other</p> <p>Include a written description of the proposed improvement?</p> <p>Attach information containing architectural plans, material specifications, locations, dimensions, etc.</p>

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APPLICANT STATEMENT

I agree that, if approved, the proposed improvement will be constructed in accordance with the specifications set out in my application, as they may be amended by the Board of the Fishermans Cove Condominium Association in approving my application.

I also agree that I will abide by the approval conditions set out in my application and any special approval conditions established by the Board with respect to my proposed improvement.

Signature of Applicant(s): _____

Date: _____

APPROVAL CONDITIONS

(Incorporated by reference into all ARC application)

1. Any improvement must conform to all applicable zoning and building regulations.
2. It is the unit owner's responsibility to obtain all necessary permits.
3. It is the unit owner's responsibility to ensure that contractor adherence to any construction specifications approved by the Board. The cost of any corrective work to comply with the Board's specifications, whether incurred by the unit owner or the Fishermans Cove Condominium Association, for a non-compliant improvement is the unit owner's responsibility.
4. The unit owner's plans have been reviewed for the limited purpose of determining the aesthetic compatibility of the plans with the Fishermans Cove community and in conjunction with any deed restrictions of the Fishermans Cove community.
5. The unit owner's 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.
6. The Fishermans Cove Condominium Association 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.
7. After approval by the Fishermans Cove Condominium Association Board of Directors (Board), the proposed improvements must be commenced within six months, or approval must once again be obtained from the Board as provided herein, once commenced, the construction must proceed diligently. The exterior of any unit, and the accompanying landscaping, shall be completed within six (6) months from commencement unless the Board grants an extension of time.

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- 8. Any change to the approved plans without prior Board approval may be null and void. Enforced compliance to the approved plans may result.
- 9. This authorization is contingent upon compliance with all Fishermans Cove Condominium Association, Inc., requirements and specifications applicable to your improvement.

****THIS SECTION TO BE COMPLETED BY MAY MANAGEMENT ****

To be filled out by May Management:

- 1. *Date Application received:* _____
- 2. *Date unit owner notified of receipt:* _____
- 3. *Date application sent to ARC members:* _____
- 4. *Date application deemed complete by ARC:* _____
- 5. *Date unit owner notified of complete application:* _____

Date Approved: _____ Date Denied: _____

ADDITIONAL CONDITIONS REQUIRED BY THE FISHERMANS COVE CONDOMINIUM ASSOCIATION:

Inspection Date: _____

Comments:

MAY MANAGEMENT Signature: _____

ARC Application