

**Five Fountains Condominiums Association
Architectural Review Request**

Date: _____

Homeowner Name: _____

Mailing address _____

Phone: _____ Alternative Phone: _____

Email Address: _____

Address of proposed improvement: _____

Describe the proposed improvement: _____

(Using a separate piece of paper)

Information that may be required to accompany this application:

- Drawing, Sketch or Plan of the proposed improvement. Manufacturer's brochure, photographs.
- SAMPLES- Color samples must be attached. *Color Samples cannot be submitted via email.*
- List of materials, colors or other information necessary to understand the bulk, mass and visual impact of the proposed improvements, samples if possible.
- LANDSCAPING: Plant material type (needs to be specific) including trees, shrubs and type of grass, for example Kentucky Blue Grass vs. mixed fescue.

Description of plants, trees, shrubberies, grasses, ground cover, mulch, gravel, rock, boulders and the locations on a drawing or site plan.

- FENCING: Description of the type, height, width of the boards, stains, and location on a site plan.
- PAINTING REQUIRES: Name of paint color, brand and manufacture of paint and swatches.
- Proposed start and completion date of the project
- Any information that would assist the ACC / Board in making a decision on this request.

ALL FORMS, DRAWINGS, SAMPLES ETC. MUST BE SUBMITTED TOGETHER.

If the application is incomplete, the owner will have 15 days to provide all pertinent information. If not received 15 days after requested, the application will automatically be denied due to being submitted incomplete.

The committee will have 30 days to render a decision once all information has been provided and accepted as a complete application.

As the owner I understand and agree to the following:

1. Drainage/civil engineering - owner has reviewed Lot plans and confirmed all requested improvements are in accordance with Lot plans and any/all other laws, ordinances, Association guidelines, requirements or qualified recommendations. Further, owner confirms no improvements will alter or negatively impact any adjoining Lot or property.
2. Owner and/or contractor acknowledgement accepts responsibility for any and all drainage problems, incidentals, locating underground utilities and careful digging, to any adjoining Lot, easement, common area (if applicable) or other property.
3. I agree I will pull all necessary permits for such items as property lines, easements, retaining walls, handrails, subgrade, digging, soils conditions, and any other item that requires a permit.
4. Adjoining Lot owner's agreement/acknowledgement, whether actual drainage improvements are completed or not, completed project will not negatively impact neighboring Lot(s).

5. ACC/Board release of liability- members are volunteers, not specifically trained or qualified civil engineering expert or landscaping expert. The owner has consulted with experts to ensure this plan is acceptable and will not negatively impact neighboring Lot(s).
6. Soils samples will be taken if necessary.
7. Owners agree to properly maintain the finished product.
8. No work or commitment of work will be made by me until I have received written approval from the association. If no decision is made, this request is automatically denied.
9. All work will be done at my expense and all future upkeep will remain at my expense.
10. All work will be done expeditiously once commenced and will be done in a good workman- like manner by myself or a contractor.
11. All work will be performed at a time and in a manner to minimize interference and inconvenience to other owners.
12. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
13. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
14. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws; codes; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the association and the board of directors, its agent and the committee have no responsibility with respect to such compliance and that the board of directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.

- The contractor will be: _____
- If approved, the work would start on or about _____
- If started on the anticipated start date, the project is anticipated to be completed by _____

_____ (Owners Initials Required) ***Within 5 days of completion of my approved improvement, I will notify management in writing by emailing the community manager directly.***

Homeowner Signature: _____ Date: _____

TO BE COMPLETED BY MANAGEMENT:

- _____ Date management received a complete submission.
- _____ Date management sent to the ACC or Board
- _____ Date management sent final decision to the owner.

Homeowner Name: _____

TO BE COMPLETED BY ARCHITECTURAL COMMITTEE OR BOARD OF DIRECTORS:

_____ Date

Request for More information:

What additional information was requested:

_____ Date

- Approved
- Approved with Conditions
- Denied

Conditions / Reasons:

Comments:

Architectural Committee / Board Signature

Date

Architectural Committee / Board Signature

Date
