

Bahia Sound Home Owners Association, Inc.



www.BahiaSoundHOA.org

Architectural Review Board Submission Form

The Declaration of Covenants, Restrictions and Easements is a blueprint for the Bahia Sound HOA community. The **Architectural Review Board Committee (ARB)** is a volunteer group. The purpose of the ARB is to Comply with the Declaration of Covenants by reviewing and approving proposals or plans and specifications that it deems will not be detrimental to the appearance of the BSHOA as a whole, and that the appearance of any property affected thereby will be in harmony with the surrounding structures and is otherwise desirable. Any additions or alterations to the exterior of your property require submission of your proposal or plans to the ARB for review and approval before proceeding with any work.

Submission Procedure Requirements – Submit completed forms and where applicable, other documentation as required below to:

Bahia Sound HOA, Inc.
PO Box 1576
Hobe Sound, FL 33475
Or, via Email: info@BahiaSoundHOA.org

Date Received:

Date Approved:

Homeowner:

Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

Name and Address of company or individual performing (please include proof of license & insurance):

Address: _____ City, State, Zip: _____

Phone: () _____

Type of work to be done:

- Landscape improvements
- Fountain/Statues Benches Pottery Other
- Exterior Painting (provide paint color code or sample)
- Exterior Alteration
- Roofing Fencing
- Home Additions (includes patios and porches)
- Other (provide description) _____

The following items must be submitted with your application where applicable:

- (a) ARB Owner Agreement (Page3 of 5 required for all submissions).
- (b) A site plan showing all proposed alterations of topography and vegetation (including and landscaping or plantings to be installed), and the dimensions and location of all existing and proposed buildings, fences, walks, utility easements, setbacks or other improvements to be erected on or under such lot (required for all submissions except paint). **Scaled Landscaping Plan required.**
- (c) Foundation plan, floor plan and exterior elevations of all structures (including the dimensions thereof) as they will actually appear after all topographic changes and landscaping is done from finished ground up.
- (d) The description of the exterior color schemes and materials to be employed in all Structures and, upon request of the Committee, actual samples of all such materials.
- (e) An estimate of the costs of such alteration or construction, the date the owner intends to commence such work and the date such work shall be completed.

The ARB reserves the right to request additional information and/or materials as are deemed necessary to help it reach approval or rejection of a project request. Please be advised that in addition to ARB approval, some of the work listed above may require county permits, inspections, and shall be subject to all applicable governmental laws, statutes, ordinances, rules, orders and decrees.

Processing of ARB requests can take up to 15 days from completed application and receipt of all supporting documents. Please allow sufficient lead time for your project's review by the ARB. **No work may be scheduled until written ARB approval is received.** Any work performed without ARB approval will be subject to fines and may require removal of work and restoration of property to its prior condition.

ARB USE ONLY

Approved _____ Partial Approval _____ Conditional Approval _____ Not Approved _____

Comments: _____

ARB Member Signatures (requires 2 minimum)

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date

Do not write in this Space:

- Letter of contingency request sent to owner (copy attached to owner application)
____/____/20__ date mailed (or emailed).

- Letter of approval sent to owner (copy attached to owner application)
____/____/20__ date mailed (or emailed).

Bahia Sound HOA - Owner ARB Agreement

The below signed Owner(s) understands and agrees that:

- ✓ No work on this request will commence until written approval has been obtained from the Architectural Review Board.
- ✓ Any exterior alterations undertaken before written approval is obtained are not permitted and that the Owner may be required to restore the property at Owner's expense if such alterations are made and subsequently disapproved in whole or part.
- ✓ Legal expenses arising from unapproved alterations will be the Owner's responsibility
- ✓ The Architectural Review Board and/or Managing Agent is given express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project progress and the complete project
- ✓ Any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.
- ✓ The authority to perform an alteration granted by this application will automatically expire if the work is not completed within 12 months from Architectural Review Board approval.

Owner Signature

Owner Signature

Printed Name

Printed Name

Date

Date