

4350 Treetop Dr., Port Charlotte, FL 33953

**ARCHITECTURAL REVIEW COMMITTEE (ARC)
APPLICATION FOR PROPERTY CHANGES**

INSTRUCTIONS: Changes in appearance of your property require owners to detail those changes as outlined in this application. The changes will be reviewed and approval or denial will be given in writing.

DATE: _____ OWNER NAME: _____

PHONE#: _____ ADDRESS: _____

EMAIL: _____

ANTICIPATED START DATE _____ REQUEST: NEW _____ MODIFICATION _____

Details: Include sizes, colors, location on property and any other details pertinent to your request:

***Work requested must meet the ARC standards defined in the Treetops Association Declarations & Covenants.**

***Provide any sketches, pictures and/or samples that clearly define the work.**

***IF PERMIT IS REQUIRED IT'S OWNER'S RESPONSIBILTY TO OBTAIN ONE... www.charlottecountyfl.gov**

OWNER SIGNATURE _____

OWNER DO NOT START WORK UNTIL RECIPT OF THIS FORM APPROVING THE ARC

ARC recommendation APPROVED / DENIED

HOA BOARD APPROVED / DENIED

ARC MEMBER DATE

BOARD MEMBER DATE

ARC MEMBER DATE

BOARD MEMBER DATE

ARC'S CAN BE DROPPED OR EMAILED TO ANY MEMBER OF THE ARC OR THE HOA VP

HOMEOWNERS it is highly advisable to verify that any contractor hired has the necessary insurance coverage. This protects homeowners from potential liabilities and ensures that the contractor is financially responsible for any damages or injuries that may occur during the project. Always ask for proof of insurance before signing a contract and check coverage dates. **Contractor's general liability**

insurance covers bodily injury and property damage, and workers' compensation insurance, which provides benefits for employees injured on the job. Hiring uninsured contractors in Florida can expose you to significant financial risks, including liability for injuries to workers or damages caused during the project. Additionally, if the work is defective or incomplete, your options for recovering damages are limited, and your insurance may not cover any related claims. **BEFORE WORK BEGINS: Being named the certificate holder before a contractor begins work serves** to provide proof that the contractor has the necessary insurance coverage. This protects the certificate holder (HOMEOWNERS) from potential claims, ensuring they are not held liable for any incidents that may occur during the contractor's work.

LICENSING: Before work begins check with the local and county building department and ask if you need a licensed business to perform the work you are requesting.....

Use lower portion of ARC Application Form if needed to describe changes