**FAIRWAY OAKS VILLAS ASSOCIATION (FOVA)**

**ARCHITECTURAL REVIEW COMMITTEE (ARC)**

**Email to Architectural Review Committee. Kevin@fairwayOaksvillas.com**

**Overview**

The following is provided to assist you in submitting your request for approval to the Fairway Oaks Villas Association (FOVA) Architectural Review Committee (ARC) for modifications or improvements you wish to make to your property (interior and/or exterior). Upon receipt of all necessary information, your request will be processed. A site-visit consultation may be required.

There are two (2) types of requests that the ARC will need to be notified about:

1. **Interior Improvement/Change** (Work that may sometimes require a permit, but will always require a dumpster – per AIPCA ARB)
2. **Exterior Modifications/any Changes, Additions or Modifications made to the 1974-FOVA design** (change out windows, doors, walls, roof, patio, Service Yard, Limited Common Elements, Common Elements, etc., that require a dumpster and/or County, ARB permits). If the approved work necessitates an unexpected emergency repair, the Owner/Contractor is authorized to address it immediately, but must promptly notify the ARB and include supporting photographs. In this event, the ARB requires an Appendix A from the contractor with the understanding the exterior will be returned to its original appearance. A copy of the communication should also be sent to the FOVA ARC for their files.
* All decisions from the ARC shall be in writing and returned to you via email or through the USPS. **No** verbal responses/approvals will be given by FOVA ARC, or FOVA Board of Directors, or Community Association Manager.
* Minor repairs such as small areas of rot, etc., that are already in FOVA’s Annual Budget, do not require ARC approval. Once reported to FOVA, and ARC/FOVA CAM agree, the CAM is authorized to do these minor and budgeted repairs without ARC written approval.
* For all other requested work, it shall only begin after the Owner receives a Conditional Written Approval from the ARC (i.e., modifications or improvements to the interior/exterior of the Unit, to Limited Common Elements, and Common Elements\*). Many such projects will then have to go the ARB (AIPCA) for Final Written Approval.
* County and ARB Permits, if required, must be displayed 24/7.
* Projects started/completed without the ARC’s (or AIPCA ARB’s, if required) Final Written Approval may be subject to FOVA or AIPCA requiring the modifications to be removed and/or returned to its original state, all at the expense of the Owner.
* Please note: “Common Elements” **also includes** within its meaning the following interior Common Elements:
* Easements through units for conduits, ducts, plumbing, wiring, and other facilities for the furnishing of utility services to Units and the Common Elements
* The property and installations required for the furnishing of utilities and other services to more than one Unit or the Common Elements
* An easement of support in every portion of a Unit which contributes to the support of a building

**II. Application and Submission Requirements**

1. **Application to FOVA ARC**: The Application is a brief description of the project and must be completed and signed by the homeowner(s):

Name (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit #: \_\_\_\_\_\_\_\_

Phone #(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Proposed Change/Improvements/Modifications:**

A. **INTERIOR**: (Describe proposed updates to kitchen, bathroom, laundry area, walls, floors, ceilings, etc., that will require any work on Limited Common and/or Common Elements):

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 **B.** **EXTERIOR:** (Describe proposed modifications for windows, walls, doors, roofs, patios, Service Yards, landscaping, etc., re both Limited Common and/or Common Elements).

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 **C. STRUCTURAL (INTERIOR OR EXTERIOR):** If any request made above involves any structural element of the Unit, Limited Common and/or Common Elements, attach detailed plans by a Licensed Architect/Engineer/Contractor:

 Information for **each** of these professionals is as follows:

 Name and address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email/Phones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 License Type and #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Insurance Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_ # and Description of Photos of the Proposed work area (attach to this document)

I/We have carefully read the Declaration, Bylaws, and Rules & Regulations for FOVA that were provided for me at my closing or that I have requested from the Association. I/We recognize that the FOVA Architectural Review Committee (ARC)’s approval is a separate Approval from any Approval that may be required by the AIPCA Architectural Review Board (ARB). Only the ARB can tell determine if their approval is also needed: you will need to contact them directly.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner [print] Unit #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner [print] Unit #

**Received by ARC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: \_\_\_\_\_\_\_\_\_\_\_

**Conditional Decision by ARC:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**Approved with Conditions:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Denied and Reasons:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_