

How To Apply And Fill Out A Villas Of Lake Arbor Request For Alterations/Additions To Villas Or Condos And The Steps Required

- 1) Complete the application on the next page and attach the unsigned contract. Note: the contract should be an unsigned contract until it is approved by the HOA Board. This way if The Board declines the application, you are not held to the contract.

Also include:

- A photo or brochure of the manufacturer's product to be used for job and color to be indicated.
 - Pictures of sidewalk(s) before job is started must be included with application. This way, if the Vendor/Contractor breaks/cracks the sidewalk you can have the Vendor/Contractor pay for the repairs. If the Vendor/Contractor does not repair or replace damaged property, the homeowner will be responsible. Note: homeowners are responsible for all Vendor/Contractor damage done on HOA common property.
 - A Certificate of Business License.
 - A Certificate of Insurance from the contractor that indicates address of where work is to be completed.
- 2) Each individual application with their proper documents is to be emailed to kmorris@resourcepropertymgmt.com at Resource Property Management. You can mail it but it will take longer to process. Allow up to 30 days for approval after complete application and attachments have been received by RPM.
 - 3) Resource Property Management will then email the complete application to the VOLA HOA Board members.
 - 4) If approved or denied: Resource Property Management will contact the homeowner by email, if included in application, or by USPS.

See Application on page 2.

VOLA APPROVAL REQUEST FOR ARCHITECTURAL OR EXTERIOR MODIFICATION.

The undersigned homeowner seeks approval of the Villas of Lake Arbor Homeowners Association (VOLA HOA) for additions or alterations to the existing structure and/or property as follows:

Painting: _____ Addition: _____ Alteration: _____ Landscaping: _____ Roof: _____ Other: _____

A plot survey or site plan showing dimensions, setbacks and landscaping, as well as a plan illustrating materials, color ID or chips, and all details **MUST** be included with this request for approval.

Before you begin any exterior work to your home/lot, this form must be submitted to Resources Property Management. Describe the nature of the change, height, shape, location as well as, drawings, plans, specifications, pictures and samples to support your request. Pictures of sidewalk(s) before job is started must be included with application for a roof replacement.

Changes or additions needing approval include, but are not limited to: Roof replacement/repairs: tile shape and color (4664 Terra Cambra Tiles); Window and Door replacement (windows & storm doors must be bronze); Storm Shutters; Painting to the house: body, door, trim; Install/alter patios; landscaping.

Narrative description of proposed project: _____

When employing professional help, list business name, address and phone, and attach the following:

☐ Quote/Scope of Work, ☐ Brochure with pictures, ☐ Certificate of Insurance ☐ Business License ☐ Photos

Unit owners are responsible for advising their contractors to remove all debris from the property at the end of each day. Contractor is not to use the VOLA dumpster. No overnight vehicles or trailers permitted.

The undersigned property owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvements, alterations or additions described herein comply with all applicable laws, rules, regulations, codes and ordinances; including, without limitation, zoning ordinances and building codes. The Board of Directors or its Management Company shall not have liability or obligation to determine whether such improvements, alterations and additions comply with any such laws, codes or ordinances.

The Board has an established a palette of colors for VOLA homes and condo buildings. The list is available on our website at www.volahoa.net in the Members Section/General Info, in our yearly Directory, and can be obtained from our Management Company. The *ACC Request Form* must then be submitted to Resources Property Management either in person or by email to kmorris@resourcepropertymgmt.com.

I agree that I will not begin property improvements until the VOLA HOA notifies me in writing of their approval. If any change is made to the project that has not be approved, the Board has the right to demand removal of that unapproved portion of the project from the property or the return of the property to its previous state.

Address _____ Phone _____ Email _____

Date: _____

(Allow 30 days for approval) Printed Name of Homeowner _____ Signature of Homeowner _____

All authorized work must be completed within sixty (60) days from the date of approval, unless otherwise noted.

() Approved () Denied Comments: _____

Signed by: _____ Dated: _____