

Seven Pines Island

ARB Committee Request Checklist

Homeowner: _____

Date of Initial request: _____

Request Summary: _____

| REQUIREMENTS | YES | NO | DATE |
|---|-----|----|------|
| ARB Form fully completed and signed | | | |
| Contractor Name Provided | | | |
| Contractor License Information Provided | | | |
| Contractor Insurance Provided | | | |
| Architectural Design Drawings provided for any “NEW” structure(s) | | | |
| Material examples provided | | | |
| Copy of Lot Survey | | | |

Comments: _____

Approved Denied

Date Closed _____



APPLICATION FOR ARCHITECTURAL REVIEW

In Person or Via Mail:

ARC Processor
C/o RealManage, P.O. Box 803555,
Dallas, TX 75380

Digitally:

SEVPINES@CIRAMAIL.COM
Fax: 866-919-5696

INSTRUCTIONS: This Architectural Review Application is to be completed by the homeowner and submitted to the Architectural Review Committee for approval **prior** to any work commencing on the exterior of your home, lot, or landscaping. Please refer to the Governing Documents and Design Guidelines for additional information. Reviews may take up to 45 days for processing from the date a complete Architectural Review Package is received in our office.

| | | |
|--------------------------|-----------------------|-----------------|
| Name of Owner(s): | | |
| Phone #: | Email Address: | |
| Street Address: | | |
| Date: | Lot #: | Phase #: |

MODIFICATION REQUEST: Owner is hereby requesting approval from the Association to make the following addition(s), alteration(s), and/or modification(s) to the exterior of their home, landscaping, or lot as further described below and indicated on the plans attached hereto:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Addition to Structure of Home | <input type="checkbox"/> Exterior Paint | <input type="checkbox"/> Fence/Wall | <input type="checkbox"/> Outdoor space |
| <input type="checkbox"/> Yard Art/Potted Plants | <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Pool/Spa | <input type="checkbox"/> Garage/Front Door |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Generator | <input type="checkbox"/> Windows/Shutters |
| <input type="checkbox"/> Planter Bed Borders | <input type="checkbox"/> Screen Enclosure | <input type="checkbox"/> Gas Tank | <input type="checkbox"/> Outdoor Lighting |
| <input type="checkbox"/> Irrigation | <input type="checkbox"/> Pavers/Concrete | <input type="checkbox"/> Water Treatment | <input type="checkbox"/> Misc./Other. |

| | |
|--|--|
| If You Selected Misc./Other or Want to Add an Additional Comment Please Describe Here: | |
| Is This a Resubmittal? YES / NO (If yes, please identify changes to your submittal.) | Are You Requesting a Variance? YES / NO (If yes, please attach reason for variance request.) |

By signing here, Owner hereby agrees that they are solely responsible for obtaining all Federal, State and Local permits and approvals before beginning their project. Furthermore, Owner understands and agrees that they may be held solely responsible for any damage to Association Common Area and/or Neighboring property that occurs during or due to the completion of their project including that associated with drainage or water runoff and that Owner will defend, indemnify and hold harmless the Association, Board of Directors and Association Management Company against any and all legal claims associated with this Architectural Approval. Finally, Owner agrees that they are solely responsible for ensuring that their project does not void any home or manufacturer's warranties on their home, lot or landscaping.

| | |
|---------------------------|--|
| Owner's Signature: | Expected Start Date: (Please contact HOA upon completion for final inspection) |
|---------------------------|--|

-----[Below This Line Is for Association Use Only]-----

| | | | |
|--------------------------------|-----------------------------------|--|---------------------------------|
| Owner's Application is: | <input type="checkbox"/> Approved | <input type="checkbox"/> Approved as Noted | <input type="checkbox"/> Denied |
| Approver's Signature: | Title: | Date: | |
| Approver's Notes: | | | |