

**RICHMOND VILLAS AT KINGS POINT HOMEOWNER'S ASSOCIATION, INC.
ARCHITECTURAL & LANDSCAPE ALTERATION REQUEST FORM**

HOME OWNER (HO) NAME: _____ PHONE: _____

OWNERS EMAIL: _____ LOT NUMBER: _____

UNIT ADDRESS: _____

CONTRACTOR: _____ PHONE: _____

CONTRACTOR LICENSE # _____

ESTIMATED START/COMPLETION DATE ____/____/____ (Requests not completed within 90 days of the approval date must be resubmitted.)

REQUEST (include all attachments): _____

By my signature below, I understand and accept all of the instructions, procedures, and conditions listed on page 3 of this form.

_____ **Date:** _____
HOMEOWNER(S) SIGNATURE(S)

SIGNATURES OF THOSE MOST AFFECTED BY THE CHANGE: The adjoining Roof-Mate and Neighbor(s) approval is required for requests that may affect their home or view including but not limited to construction of a concrete pad, porch, patio, screened lanai, or atrium-type enclosure.

_____	_____	_____
Roof-Mate Name (print)	Neighbor's Name/ (print)	Neighbor's Name (print)
_____	_____	_____
Roof-Mate Signature/Date	Neighbor's Signature/Date	Neighbor's Signature/Date

DISPOSITION

ARC ACTION

ARC Review and Recommendation: _____
ARC Chairperson Signature _____ Date _____

Recommendation: _____ (Approved/Disapproved/Approved with Conditions)

Rationale:

BOARD OF DIRECTORS (BOD) ACTION

BOARD SIGNATURES: **APPROVED DATE:** **DISAPPROVED DATE:**
1. _____ _____ _____
2. _____ **COMMENTS:** _____
3. _____ _____

MANAGEMENT ACTION

Management reviews Improvement Request for completeness and vendor adherence to license and insurance requirements. Management review does not supersede your Board’s decision. Board Action is no substitute for unit owner vote, if required. Management assumes no responsibility for alterations including vendor or materials. Management makes no representation that alterations are permissible under the Associations governing documents, Florida Statute 720 or any other governing body, without a written legal opinion. The applicant shall be exclusively responsible for compliance with all set-back requirements, codes and laws that apply to the proposed modification.

REVIEWER: _____ **Date:** _____

Copy to Homeowner: _____ **Date:** _____

Copy to Board: _____ **Date:** _____

Copy to Irrigation Contractor (if required) _____ **Date:** _____

INSTRUCTIONS

1. Please print legibly.
2. A sketch of the proposed request **must** be attached to this form along with the contractor's proposal, detailing materials, color, and distance from the foundation of the home. Dimensions need to be shown to define location. All landscape requests must include type, number and size (initial and maximum height and width at which the plantings will be maintained). **Written information submitted without sufficient detail needed to define proposed improvements will be returned without approval.**
3. Attach a site plan showing the siting of the neighbor's dwelling on the lanai-side of your home, clearly showing the modification in relation to all property boundaries and easements.
4. Each page is to be numbered and signed by all adjacent neighbors and by the designated Architectural Committee member and/or Board Members evaluating your request.
5. All alterations need to comply with applicable codes and regulations, and policies, maintain aesthetics, drainage, structural, mechanical, etc, conditions without obstructing other residents' rights.

PROCEDURES

The Completed Alteration Request Form must be submitted to the Richmond Villas HOA, Architectural Review Committee (ARC) Chairperson. The ARC will review the request and forward their recommended approval/disapproval to the BOD Secretary. The BOD Secretary will provide a copy of the executed documents to the HO as soon as the Request is processed and approved/disapproved by the Board. The BOD Secretary will forward the original copy of the executed documents to FirstService for Property Manager for review and file.

CONDITIONS

1. **WARNING and STIPULATIONS:** If the Richmond Villas BOD does not approve the Request, you **MUST NOT** begin your project. The Board may require removal of a modification, at the HOs' expense, if a modification is started without approval. The HO shall be responsible for any and all damage and/or warranty issues arising from the installation/construction of any approved project. All County and Association Code and Permitting requirements must be met.
2. **CONCRETE SLABS:** If a slab is poured or the project requires any kind of change to the irrigation system, the irrigation modifications are the sole responsibility of the HO and the modifications must be made by the FirstService (Federation) Landscape Contractor (LC) at the HO's expense. The FirstService LC is the only contractor authorized to make irrigation system modifications. An irrigation check by the LC may take 3 to 5 days and must be completed before any work may begin. FirstService will notify the HO when the landscape check is complete and the project may begin.
3. **PROJECT START AND COMPLETION:** Work may not begin on an alteration until written approval is received by the applicant from the BOD. Work must be completed within 90 days of the BOD approval date and Property Manager Review. The HO must notify the ARC, BOD, and Property Manager (FirstService) when the work is completed.
4. **MAINTENANCE:** Regular maintenance, repair and/or replacement of any alteration are the responsibility of the HO in accordance with Article VII, Maintenance Responsibilities, Section 1, c, (ii). The Board may request removal of an alteration, at the HOs' expense, if an alteration is not maintained properly.
5. **LANDSCAPE ALTERATIONS:** The exterior lawns and plant beds are owned by the HO; however, all governing documents and community Rules and Regulations apply. Should HOs wish to opt out of the Contracted Landscape Bed Care which maintains HO beds, an "ARCHITECTURAL & LANDSCAPE ALTERATION REQUEST FORM" must be completed and submitted requesting the bed(s) identified on the request be considered as "HOMEOWNER BED(s)". When approved by FirstService, the HO becomes solely responsible for the care and maintenance of their bed(s). The ARCHITECTURAL & LANDSCAPE ALTERATION REQUEST FORM and additional information on opting out of the Contracted Landscape Bed Care Program can be obtained from the FirstService Office, or on the KPSCC Website, click the link "Landscaping". All Federation (FirstService) rules and restrictions apply when a resident opts out of the Landscape Bed Care program.
6. **IRRIGATION.** Any planned changes or impacts to original lot drainage and/or sprinkler system must be presented with required solutions. All irrigation changes **MUST** be performed by the Irrigation Contractor (IC). If a slab or other ground work is proposed, Management will contact the IC to survey the area for irrigation lines. Only the IC may move or cap irrigation lines or sprinklers. If work is completed prior to the IC reviewing the irrigation system, the HO is responsible for all expenses related to any irrigation line damage and/or future repairs should a line running under alteration break

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