

# Woodbine Master Association

## ARCHITECTURE REVIEW COMMITTEE (ARC)

Office: 561-840-9225; Fax: 561-848-2223

### ONE APPLICATION PER IMPROVEMENT

Each ARC application should include an original copy of this form signed by the property owner. The description below, or the supporting documentation of your application, should include sufficient detail to convey the **nature, shape, dimensions, materials, layout, color and location of improvements.** In most cases, **additional plans, details, specification and land survey with setback and utility easements shall be required to have the proposed improvement reviewed.** It is the sole responsibility of the property owner to have any and all submitted supporting materials prepared by qualified individuals.

*Applicants have 30 days to complete request. After 30 days all renovations must be completed. If you have requested approval for painting your home, or a permit is required and it has been granted, you will have 60 days to complete. Applications do expire, if you have not completed the requested work within the allotted times given by the ARC, you will need to resubmit your ARC Form.*

**\*Disclaimer:** The ARC does not include any assessment of the structural integrity of any proposed improvement nor does it advise anyone in matters of construction. Approvals by ARC do not guarantee that any such application or supporting materials will be sufficient to draw city or state permits for the proposed improvement. The homeowner and any future assigns understand fully that they will assume all responsibility and cost for any addition, alterations and or changes as well as its future upkeep.

**Please check the appropriate item below for which you are seeking approval. If you circle "other", then please provide a brief description below of the proposed improvement. One improvement per application. Only Circle One improvement!**

Cameras	Dish	Driveway	Enclosure	Fence	Landscape
Lights	Painting Patio	Pool/Spa	Satellite	Shutters	Swing Set
Roof	Tree Replacement		Tree Removal		Paint House
Other					

Description of Proposed Improvement:

\_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

\* All ARC applications are to be submitted to the HOA Office at 3000 Casa Rio Court. Following ARC review, a results letter will be mailed to you for your records and a copy will be put in your file.

ARC USE ONLY

Date Reviewed: \_\_\_\_\_

APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_

ARC Member: \_\_\_\_\_ Signature: \_\_\_\_\_

ARC Member: \_\_\_\_\_ Signature: \_\_\_\_\_

Comment/Guidelines:

\_\_\_\_\_