

Summer House in Old Ponte Vedra Condominium Association, Inc  
700 Ocean Place  
Ponte Vedra Beach Fl 32082

**APPLICATION AND REVIEW FORM**  
**FOR ARCHITECTURAL IMPROVEMENT OR EXTERIOR CHANGE**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Owner mailing address if other than Unit:  
\_\_\_\_\_

Nature of Improvement:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Color and Construction Material:  
\_\_\_\_\_

*A detailed drawing of all improvements must be attached to the application to show location and dimensions. For flooring replacement requests, please be sure to include a photo of the current flooring and photos and documentation of the requested replacement flooring.*

Contractor: \_\_\_\_\_  
Planned Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

See #9 if the application is for gutters and downspouts for the exterior patio. North Florida Seamless Gutters is the designated contractor for installation.

I understand I must receive the written approval from the Association Architectural Review Committee **before the commencement of any work**. I have read, understand and agree to be bound by the Hold Harmless Acknowledgement and the Other Conditions on page 2 of this application form.

Signature of Homeowner \_\_\_\_\_ Date Submitted \_\_\_\_\_  
*(This form must be signed here and on page 2 to be considered.)*

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**Architectural Review Committee (ARC) Action**

- \_\_\_\_\_ Approved as submitted.
- \_\_\_\_\_ Approved subject to: See page 3 of application.
- \_\_\_\_\_ Disapproved: See page 3 of application.

**Architectural Review Chairman Signature:**

\_\_\_\_\_  
**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This work must be completed by \_\_\_\_\_ or the approval shall be deemed withdrawn and you must reapply for permission to do the work.**

**Final Inspection Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Summer House in Old Ponte Vedra Condominium Association, Inc.**  
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**HOLD HARMLESS ACKNOWLEDGEMENT**

There shall be no liability on the Board of Directors, the Architectural Review Committee (hereinafter referred to as the ARC), the Management Company, nor any authorized committee representative of the Association for any loss, damage or injury arising out of, or in any way connected with, the performance of the duties of the ARC.

I agree to hold harmless the Board of Directors and/or Architectural Review Committee in their review of any matter submitted to such Committee. Neither the ARC nor the Board of Directors is responsible for passing on safety, whether structural or otherwise, on conformance with building codes or other governmental laws and regulations, nor shall any such Committee's approval of an improvement of property be deemed approval of such matters.

**OTHER CONDITIONS**

1. I will pay for and secure any/all necessary licenses and permits as may be required by law and will not start on the improvement until I have obtained all required approvals and permits. Approval of the improvement or change by the Association DOES NOT constitute approval by local governmental entities, including but not limited to local building or zoning departments, drainage design, nor structural soundness.
2. I will be responsible for future maintenance and repairs of the improvement or change. The Association will NOT maintain the improvement or change, nor will the Association be responsible for repairing any damage to the improvement or change, nor any damage caused as a result of the improvement or change. In the event the construction of the requested improvement or change causes damage to any other property within the community, I will bear the full responsibility for that damage.
3. I will be responsible for immediate, proper disposal of any/all trash, debris, material, etc. generated as a result of the work. Use of Association trash receptacles is prohibited.
4. All applications, denied or approved, are further subject to the Association governing documents: Declaration of Covenants, Conditions and Restrictions, By-Laws and Articles of Incorporation. Any improvement which, although mistakenly approved by the Board of Directors and/or ARC, is in contravention of a provision of the Declaration, Rules and Regulations or any governmental code, regulation, statute or ordinance is deemed denied regardless of the consent previously given and such consent shall not be a waiver of the Association's right to enforce said covenant, rule or regulation as if the request for the improvement had been denied.
5. I must contact the Association for a final inspection when the improvement or change is complete and I authorize entry into my property for inspection. Failure to notify the ARC or refusal to allow inspection shall result in the withdrawal of the ARC's approval of my request.
6. I will be responsible for the Association's reasonable attorney fees and costs related to my failure to obtain approval or to properly complete the improvement regardless of whether my request or application is later approved.
7. The Association may request additional information relating to my improvement prior to approving this request and/or prior to the completion of the improvement and I will immediately comply with any such request(s). Failure to comply shall result in the withdrawal of the ARC approval, if previously granted, and waiver of any time limits imposed upon the Association.

8. If the improvement as built or completed does not conform to the improvement as approved by the ARC, upon written request of the ARC, I will at my own expense and cost, promptly restore the property to substantially the same condition as existed prior to commencement of the improvement.

9. Application for the installation of a gutter and downspout on the exterior patio will only be approved if North Florida Seamless Gutters is the designated contractor for installation. Additionally, an Acknowledgement of Alteration and Maintenance form must be executed and recorded in the records of St. Johns County.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date submitted

*(This application must be signed here and on page 1 to be considered.)*

**APPLICATION APPROVED SUBJECT**

**TO:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION DISAPPROVED FOR THE FOLLOWING REASONS:**

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\_\_\_\_\_