

SEVILLA at World Commerce Homeowners Association, Inc.

ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION

MAIL APPLICATION TO: 10175 FORTUNE PARKWAY, SUITE 906 , JACKSONVILLE, FLORIDA 32256

OFFICE: (904) 223-7224 FAX: (904) 364-2166 [EMAIL: ARBNE@LelandManagement.com](mailto:ARBNE@LelandManagement.com)

Name _____ Property Address _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ email _____

ANY WORK CONDUCTED PRIOR TO HOA APPROVAL IS SUBJECT TO VIOLATION AND FINING

Installation must conform to this approval and the Association's Declaration of Covenants, Conditions and Restrictions and the Association's Rules and Regulations.

I hereby request your consent to make the following changes, alterations, renovations and/ or additions to my property:

- Fence Swimming Pool Roof Replacement Patio Screen enclosure Room Addition
 Exterior Color Landscaping Play Equipment Satellite Dish Other _____

Description: _____

Work will be performed by: Homeowner (or) **Licensed Contractor Name & License #: _____

** Required for: Screen Enclosures, Room Additions, Pool, Roof Replacement, and Concrete Work

IMPORTANT: Attach clear and legible copies of:

- The contractor's proposal for the project and proof of their valid license (if work is being performed by a contractor).
- A property survey that shows the locations of the proposed change, alteration, renovation or addition, along with dimensions and distances.
- Drawings of your plan(s), photo(s) of the area where the proposed change will be, material example photos, and color samples (if applicable).
- Owner is required to provide a copy of Permit obtained from County PRIOR to commencing work for any room additions, pools, or major architectural changes.

Applications submitted without ALL of the information above will be considered incomplete and will be returned to you.

REVIEW FEES: (Check is made payable to Homeowners Association)

| | Review Fee | Deposit Fee |
|---|------------|-------------|
| Fence Plan and Detail - (A) Interior Lots Only: <i>White Vinyl (tongue and groove style. No lattice tops & New England caps, height of vinyl fence 6 ft.); (B) Lake lots only: Black flat top aluminum 4ft high. Number of gates: _____</i> | \$ 0 | \$ 0 |
| Pool or Hot Tub Plan and Detail | \$ 25 | \$ 100 |
| Screen Room addition (other than screening in existing patio) | \$ 25 | \$ 0 |
| Room additions or Architectural changes to the structure | \$100 | \$ 100 |
| Major Landscape Alterations, including fountains and water features | \$ 25 | \$ 0 |
| Exterior Color Selections (Click Here to Select From Approved Sevilla House Color Palette) Front Door Color _____ Garage Door Color* _____ *Garage doors are to be painted the same color as the body of the home, unless explicitly approved on this application | \$ 0 | \$ 0 |
| All Others | \$ 0 | \$ 0 |

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS.

1. No work will begin until written approval is received from the Association. You have 60 days from the approval date to complete the work. If not, then you must reapply for ARB approval.
2. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
3. All work will be performed timely and in a manner that will minimize interference and inconvenience to other residents.
4. I assume all liability and will be responsible for any and all damages to other lots and / or common area, which may result from performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
6. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
7. Leland Management Inc. or an HOA representative may contact me to discuss or arrange a pre-inspection and/or a post-inspection of work requested.
8. Upon receipt Leland Management, Inc. will forward the ARB Application to the Association. **A decision by the Association may take up to 30 days. I will be notified in writing when the application is either approved or denied.**

ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THEIR ASSOCIATION WHEN MAKING ANY EXTERIOR CHANGES.

Signature of Owner(s): _____ Date: _____

Do Not Write Below This Line

This Application is hereby: Approved Disapproved

Date _____ Signature _____ Comments: _____

_____ Date Received from Owner _____ Mailed to Assn _____ Mailed to Owner