

KWP ARC Application Instructions

Begin the application process by reviewing Article III “Property Rights, Easements, and Restrictions” and Article IV “Architectural Control” of the Keyway Place Covenants, Conditions, and Restrictions for details about changes to your property which do require that you follow this process

Complete the KWP ARC Request form found under the KWP HOA Forms tab on our website (<http://mykeywayplace.com>). Complete applications must include the contractor or supplier’s current business license and certificate of comp and liability insurance as a standard requirement for all projects or exterior alterations. Please refer to ARC Guidelines Article 4 “Procedures for submitting a Form” and the specific project checklists to determine what information is required for your specific project or alteration. Please refer to Article 5 to offer public comment or if you plan to attend a meeting

***Please remember, when any exterior changes (other than plantings in the mulch) are planned, it must have ARC approval. Regardless of your opinion of the relevance, you purchased in a “Deed Restricted Community”. These rules are in place to protect you and the other members of this HOA by maintaining a beautiful and consistent neighborhood.**

Please be sure to sign and date your application. All applications and supporting documentation should be sent directly to Sean@Sunstatemanagement.com. Sean can also be contacted by phone @ (941) 870.4290 and fax @ (941) 922.3234

KWP ARC meetings are currently conducted by Zoom and are tentatively scheduled for the last Tuesday of the month. **ARC requests and all required documentation must be received no later than one week prior to the meeting to be considered and placed on the agenda.** Applications considered incomplete or received after the deadline will be deferred to the next monthly meeting

Work shall **NOT** commence until your application is approved

Approved applications shall **NOT** be altered

There are **NO** conditional approvals

Emergency repairs such as roof damage, window damage, and removal of downed trees due to storm damage are exempt from this process.