

This document is a helpful guide to help members submit a complete application for their home improvement.

ARC Application Checklist

Dated 5/30/2020

ARC Committee

ARC Application Checklist

To help applicants supply all the needed information for the ARC to render a decision, we have created a checklist for several of the major change applications. If you are planning to apply for an ARC request, please refer the articles below to help to find the proper one to help you submit a complete application.

1. Pool
2. Lanai or Front Entry Enclosure
3. Gutter or Garage Screen
4. Extended Driveway Pavers (widen driveway)
5. Painting Driveway and or Home Entry Sidewalk
6. Hurricane Protection
7. House Painting
8. Other ARC Request

Remember, our HOA documents require that any changes you make on the exterior home (Other than plantings in the mulch) require ARC approval. This is a legal requirement for your protection as well as all of the other HOA members.

We appreciate your understanding and want to help you accomplish your home improvements in a quick and proper manner

Thank you

*First, a **few key things...***

- All request MUST have the ARC request form filled out.
- 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.
- All request must be submitted by the THIRD Tuesday of each Month
- Submit Applications to Sean@sunstatemanagement.com & Teri@sunstatemanagement.com and rodnester@gmail.com. By sending it to both places helps assure that we get it in time to be placed on the agenda.
- Meetings will generally be planned for the FOURTH Tuesday of each month
- On most major projects, your contractor should be able to assist you in much of the information requested as they need it to file for the permits with Sarasota county to do the work.
- All request must be submitted by the Homeowner. If you are looking to buy a home here and want to make these improvements, you must close on your home first!
- Refer to the ARC Guidelines if you have questions about your project. This document will give you beneficial information.

#1 - ARC Pool Application Checklist

Completed and signed ARC Application

Cover letter with a detailed summary of the project

Certified Plot Map (No more than 10 years old)

All Contractors information, license, and insurance

Pool Contractor

- Detailed drawing with dimensions
- **Location of A/C (plans to do relocation if done) (A/C must be 5' from pool)**
- Location of pool equipment
- Type of screening for pool equipment

Irrigation Contractor

- Detailed plans (Most homes are on an irrigation block of 4 homes. Plans must not affect service to other homes)

Lanai Contractor

- Detailed drawing with dimensions
- Color of Lanai

Landscaping plans

- Trees removed (Must follow Sarasota County rules)
- New plantings

Does contractor need access on adjoining or HOA common property? If so, need an access form filled out and pictures of yard, street, and sidewalk.

If granted, add these notes:

Approved granted application for project permit is approved by Sarasota County, contractor follows permit rules, and inspections by Sarasota County be adhered to by contractor

Pool drainage must be eco friendly and follow all Sarasota County and State laws

#2 - ARC Rear Lanai or Front Enclosed Entry Application Checklist

Completed and signed ARC Application

Cover letter with a detailed summary of the project

Certified Plot Map (No more than 10 years old)

All Contractors information, license, and insurance

Irrigation Contractor

- Detailed plans (Most homes are on an irrigation block of 4 homes. Plans must not affect service to other homes)

Lanai Contractor

- Detailed drawing with dimensions
- Color of Lanai

Landscaping plans

- Trees removed (Must follow Sarasota County rules)
- New plantings

Does contractor need access on adjoining or HOA common property? If so, need an access form filled out and pictures of yard, street, and sidewalk.

If granted, add these notes:

Approved granted application for project permit is approved by Sarasota County, contractor follows permit rules, and inspections by Sarasota County be adhered to by contractor

#3 - ARC Gutter or Garage Screen Application Checklist

Completed and signed ARC Application

Summary of project (Fill out on application portion)

Name of Contractor, information, license, and insurance. If doing yourself, so state

Color of gutter or screen/frame

Type of screen, vertical or horizontal?

#4 - ARC Extended Driveway Pavers Application Checklist

Completed and signed ARC Application

Summary of project (Fill out on application portion)

Name of Contractor, information, license, and insurance. If doing yourself, so state

Picture of pavers desired to use

If altering irrigation, Irrigation Contractor

- Detailed plans (Most homes are on an irrigation block of 4 homes. Plans must not affect service to other homes)

#5 - ARC Driveway Sidewalk Painting Application Checklist

Completed and signed ARC Application

Summary of project (Fill out on application portion)

Name of Contractor, information, license, and insurance. If doing yourself, so state

Picture of color desired to use (see color chart in Guidelines)

Note – Sidewalk from driveway to house and driveway to HOA owned sidewalk is the only area you may paint. The sidewalk stretching across your property and the driveway to curb are HOA owned and controlled and may not be painted.

#6 - ARC Storm Shutter Application Checklist

Completed and signed ARC Application

Summary of project (Fill out on application portion)

Name of Contractor, information, license, and insurance.

Specifications on desired Hurricane protection. This must be in as much detail as possible.

Pictures of style and color desired to use

If granted, add these notes:

Approved granted application for project permit is approved by Sarasota County, contractor follows permit rules, and inspections by Sarasota County be adhered to by contractor

#7 - ARC House Painting Application Checklist

Completed and signed ARC Application

Summary of project (Fill out on application portion)

Name of Contractor, information, license, and insurance. If doing yourself, so state

Picture of color(s) desired to use (see color chart in ARC Guidelines). There are two color charts in the Guidelines that you may chose from. Please supply a color sample, along with code and name as listed. (Colors are in Sherwin Williams store located in South Venice by Publix). You may use another brand of paint, but it must match the colors in this chart.

Any other color request requires a variance granted by the ARC. This is typically only considered for front door or trim. (Refer to ARC Guidelines)

#8 – Other ARC Request

Completed and signed ARC Application

Supply any relevant information regarding your request

Pictures, color samples, or drawings to help the ARC committee fully understand your request