

LOST LAKE GOLF CLUB PROPERTY OWNERS ASSOCIATION

(772) 287-8558 - (772) 287-7517 FAX

ARCHITECTURAL and LANDSCAPE REQUEST APPLICATION FORM

HOA Director Reviewed (Signed)

(This is a Review only to ensure HOA Director is aware of changes in landscaping and other issues that may impact the HOA budget)

Date

Name(s) of Applicant(s)

Date of Application

Lost Lake Address

Telephone Number-Home/Cell Phone

City

State

Zip

E-Mail

Mail Address if other than Lost Lake

Lot Number

HOA Name

DESCRIPTION OF ADDITION, CHANGE, MODIFICATION REQUESTED

Authority: Amended and Restated Declaration of Covenants, Conditions, and Restrictions for Lost Lake Golf Club: Article XI

Homeowners shall submit all **Addition, Change and Modification** requests including but not limited to; **home additions, modifications, structural changes, generators, buried fuel tanks, patio enclosures, windows, doors, roofs, pools, driveway painting, driveway pavers, storm shutters, painting, satellite antenna and landscaping** to the ARC for approval before any work shall begin. The request shall include floor plans, exterior elevations where work shall be performed. Include a copy of the lot survey and site plans showing applicable setbacks and dimensions from property lines to proposed structures. In addition, submissions must include proposed colors, materials and additional information such as color swatches, roof tiles, pavers, etc., necessary for the ARC to make an informed decision. Photographs, drawings, architectural plans and other pictorial material will facilitate the ARC decision process. If request is for **landscaping, tree removal or new trees added, alterations to existing planting beds or any other non-structural changes** please provide description of project below and **include drawings** of area to be changed or modified (hand drawings are acceptable). When used, all applications shall include the name of Contractors, Landscapers, etc. retained to complete the proposed work. Attach additional pages as necessary.

If project involves area in **alcove between patio homes** or impacts any area not under submitting homeowner's legal control, both homeowners must submit and sign this form and the adjacent homeowner shall agree to the work being completed.

Description of project being requested (fully explain and add pages if needed):

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APPLICATION REQUIREMENTS:

1. The Owner(s) understand and agree that no work in this request shall commence until written approval by the ARC is received.
2. Construction must meet all zoning and building codes, and laws of Martin County. The owner(s) agree to obtain all permits that may be required by all government agencies for this modification.
3. The Owner(s) agree to abide by conform to LLGCPOA Covenants, ARC Rules, Restrictions and Guidelines and Martin County regulations as appropriate.
4. Copy of contractor's certificate of insurance and occupational license shall be current and must be attached to the application or, must be on file at LLGC office.
5. No pool can be started without prior approval. Before excavating, the sprinkler system shall be located, cut and capped by an LLGC approved contractor. If shrubbery or trees have to be removed, the removal must have ARC approval and owner shall notify the LLGC HOA Director prior to any removal.
6. Access to the back of the house must be between houses and shall not impact preserve area or golf course property.
7. Applicant has the responsibility for removal within 5 working days, of construction completion, all debris resulting from construction. The contractor and Owner(s) are responsible for restoring the access and surrounding area to the original condition within 5 working days after the completion of construction.
8. Once approved, construction must be completed within the time approved by the ARC and must not cause interference with neighboring properties or roadways. Extensions may be granted for extenuating circumstances at the discretion of the ARC.
9. All exterior painting shall conform to each HOA's color codes as approved by the ARC. And shall have prior ARC approval.

Alterations to POA property will require separate POA Board of Directors approval.

If all required information is not received with this completed application, the ARC will automatically reject the application until all requested information is received.

The undersigned acknowledges that I/we have read and understand this application. Applicant(s) also understand that until a signed approval is received, no work is to commence.

Applicant Signature

Co-Applicant Signature
(For attached patio homes for joint projects only)

No objection to project – Signature
(For attached patio home homes single project)

Space below for ARC Use Only

ARC Authorizing Signature

Date

APPROVED

REJECTED

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Owner's Checklist for Application

- Application completed? Name, address, lot # (listed on your tax bill), HOA, date of application, email address, phone #, and description of addition, modification or changes being requested.
- Has application been reviewed and signed by your HOA Director? (*This is a Review only to ensure HOA Director is aware of changes in landscaping and other issues that may impact to HOA budget.*)
- Drawing indicating area where landscape modifications, changes, etc. are to be made. Name of Landscaper doing work.
- Contractor/Architect/Engineer drawings for screen enclosures and patios. Name of Contractor doing work.
- Contractor/Architect/Engineer drawings if structural changes to home are requested. Name of Contractor doing work.
- Legal survey of property (generally a part of closing documents) required for all applications for structural changes, generators, buried fuel tanks, patios, screen enclosures and pools that are outside of existing Unit's existing footprint.
- Contractor's current License and Insurance forms are required when contractor is hired.
- Photos of hardwood trees (Oak, Magnolia, etc.) proposed for removal. Photos of any damage to property being caused by tree(s).
- If application is for removal of hardwood trees (Oak, Magnolia, etc.), Owner affirmation tree is dead, diseased, preventing the growth of other trees or grass presents a safety issue that cannot be resolved by any method other than removal of tree(s) is required to be attached to application. Reason(s) for removal fully explained.
- Official ARC / HOA approved HOUSE PAINT color(s) identified in application (official colors are in book at LLGC Office)
- Official ARC / HOA approved ROOF TILE color(s) and style identified in application (official colors are in book at LLGC Office)
- Official ARC / HOA approved DRIVEWAY and WALKWAY paint and/or paver color(s) and style identified in application (official colors and style are in book at LLGC Office)