



Montevilla at Bartram Lakes Association, Inc.

Request for Home Improvement – Architectural Control Application (PLEASE ATTACH A COPY OF ALL PLANS)
The Board of Directors and/or Architectural Control Committee may take up to 30 days to review any request

Property Owners: _____ Property Address: _____

Mailing Address: _____ Phone Number: _____

Contractor/Company: _____ Phone Number: _____

Homeowner's Email: _____ Contractor/Company Email: _____

☐ **Check box to notify Company/Contractor of application approval or denial**

_____ **Satellite Dish -**

Please include a copy of your lot survey & notate on the lot survey where the dish will be installed. Include a picture of the dish you plan to install.

_____ **Paver Installation-**

Attach a copy of your lot survey with pavers notated on the lot survey. Denote type, size, & color. Provide all information from the contractor.

_____ **Screen Enclosure or Addition -**

Attach a copy of your lot survey & notate on the lot survey all dimensions to scale as well as the surrounding landscape plan, denoting plant/tree types & location around the enclosure or addition. Provide all construction documents including footprint, color, material, elevation drawings, electrical, plumbing, & contractor information.

_____ **Landscape Alterations -**

(Includes fountains & water features)

Attach a copy of your lot survey and notate on the survey the locations of the alterations. Identify types of trees & plants.

_____ **Screen-In Existing Lanai -**

Attach a copy of your lot survey with location of installations notated. Provide all construction plans & documents, & a picture of the lighting installation types.

_____ **Other -**

(Please attach a brief description of proposed improvement, including lot survey with specs, pictures, brochures, etc.)

YOUR REQUEST MAY BE DELAYED OR RETURNED IF ALL INFORMATION REQUESTED IS NOT INCLUDED.

All Homeowners must call for a final inspection within 30 days of completion of work. Failure to call for this inspection will result in a violation being issued. The Architectural Control Committee (ACC) will issue final approval within 30 days of the completion of the final inspection if the work has been completed per the approved ACC plans and guidelines, all proper clean-up is completed, and there is not any visible property damage to the community or neighboring properties from the completion of this work. I understand the Board of Directors and/or ACC will act on this request as quickly as possible and will contact me in writing regarding their approval or disapproval of this request. I agree not to begin work on Improvements until I am notified in writing of the approval of the Board of Directors and/or ACC.

Signature of homeowner: _____ Date: _____

***** DO NOT WRITE BELOW THIS LINE *****

Your application is **approved/disapproved** subject to the following conditions, if any: _____

Signature: _____ Title: _____ Date: _____

Note: The cost and/or repair of any damage caused to any lot or common area is the sole responsibility of the owner. These plans have been reviewed for the limited purpose of determining the aesthetic compatibility of the plans with the community and in conjunction with deed restrictions of your community. These plans are approved on a limited basis. No review has been made with respect to functionality, safety, and compliance with governmental regulations or otherwise and no reliance on this approval should be made by any party with respect to such matters. The approving authority expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty.

This approval concerns only your architectural and/or landscape plans. You are still responsible to obtain whatever easements, permits, licenses and approvals, which may be necessary to improve the property in accordance with the approved plans. This approval must not be considered to be permission to encroach on another property owner's rights to use and enjoy all possible property rights. Approval of the plans does not constitute a warranty or representation by the Architectural Control Committee or any developer or landowner that the proposed improvements will be consistent with the development plans of any other landowner. In addition, this approval does not in any way grant variances to, exceptions, or deviations from any setbacks or use restrictions unless a specific letter of variance request is submitted and a specific letter of "variance approval" is issued by the party entitled to enforce such setbacks or restrictions. This approval does not constitute approval of any typographical, clerical or interpretative errors on the submitted plans. Compliance with all applicable building codes is the responsibility of the general contractor and the owner and not that of the Architectural Control Committee or any developer. The owner is responsible for positive drainage during and after the construction of the lot. No water drainage is to be diverted to adjoining lots. The Owner is responsible for informing the primary contractor. Compliance with all approved architectural and landscaping is the responsibility of the owner of legal record, and any change to the approved plans without prior Architectural Control Committee approval subjects these changes to disapproval, and enforced compliance to the approved plans may result.

Mail to: Sentry Management, c/o Christine Hart, 824 US Highway A1A Suite 301, Ponte Vedra Beach, FL, 32082