



# ARC

## Unit Owner's Architectural Change Request

Kindly complete this form and email to: [office@cam-ss.com](mailto:office@cam-ss.com)

Date \_\_\_\_\_

### ***Personal Information***

Homeowner's Full Name \_\_\_\_\_

Additional Homeowner's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### **INSTRUCTIONS:**

Please completely fill out the form below.

Attach:

(1) Diagram or photo illustrating the windows, doors, or lanai exterior enclosure.

Windows must comply with the existing condominium grilles/mullions pattern.

Front doors must match the existing condominium design and paint color must match the color information available at Florida Paints.

(2) Contractor documentation verifying they are licensed by proper government authorities and evidence of proper current insurance coverage.

Failure to complete the form completely or provide documentation will delay the approval process.

### ***Change Being Requested***

Description of Change

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Contractor #1 Name and Phone Number: \_\_\_\_\_

Contractors #2 Name and Phone Number: \_\_\_\_\_

Requested Start Date \_\_\_\_\_

Estimated Completion Date \_\_\_\_\_

\*Please include any attachments such as plans, blueprints, sketches, photos, catalog illustrations, color chips, etc. showing the nature of the project, shapes, colors, dimensions, and materials.

**Homeowner's Acknowledgments**

The homeowner understands that under the Declaration and the rules and regulations, the association will act on this request and provide the homeowner with a written response of its decision. The homeowner also understands and agrees to the following provisions:

1. No work or commitment of work will be made by the homeowner until they have received written approval from the association.
2. All work will be done at the homeowner's expense and all future upkeep will be the responsibility of the homeowner.
3. All work will be done expeditiously once commenced and will be carried out in a professional manner by the homeowner or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other neighbors.
5. The homeowner assumes all liability and will be responsible for all damage and/or injury which may result from the work.
6. The homeowner will be responsible for the conduct of all persons who are connected with the work.
7. The homeowner will comply with all applicable federal, state/provincial, and local laws, codes, regulations, and requirements in connection with the work, and they will obtain any necessary governmental permits and approvals for the work.

**Please note** that starting a project prior to receiving written approval may result in a fine or community privileges may be restricted. If changes are made without approval, the homeowner may be required to make additional changes to comply with the association's Architectural Guidelines. Failure to comply may result in an additional per day fine for each day of non-compliance.

Homeowner's Signature \_\_\_\_\_

Date \_\_\_\_\_

*Fairway Trace II Board Use Only*

Approved                      Not Approved

President's Signature \_\_\_\_\_

Date \_\_\_\_\_