

The Villas of Suntree Homeowners' Association

C/O FairWay Management of Brevard
1331 Bedford Dr., Suite 103
Melbourne, FL 32940

ARC APPLICATION PROCEDURE

Your application for approval must be reviewed and approved by two entities; the Villas of Suntree Homeowners' Association (VOSHOA) and the Suntree Master Homeowners' Association (SMHOA).

Please complete the SHMOA application and submit to Fairway Management, along with all pertinent documents. There is no charge for this portion of the process. If there is an issue with your submission, you will be contacted in by telephone or e-mail. Upon approval from the VOSHOA, the original application and all supporting documents will be returned you.

Once you have received these documents, you must submit to the SMHOA ARC for final approval. Instructions, meeting dates and the address of the SHMOA office are included on the next page.

If you have any questions regarding this process, please contact Eric Byrd of Fairway Management at (321) 777-7575 or ericbyrd@fairwaymgmt.com.



To avoid delay in presenting your application / request to the ARC committee for review:

- * Your request must have attached a survey and/or drawing of the proposed changes, a brochure of the blinds, solar panels or other item -- anything that will help the committee to see clearly what your proposed change will be.
- * If you live in a sub-association within Suntree, your request must first be reviewed and signed by that association's president or ARC chairman, then submitted to Suntree Master Homeowners Assoc. ARC for approval.
- * Docks must have final approval by the SMHA Board of Directors (the ARC chairman is a member of the Board of Directors and will take your request to the board meeting).
- * A change of color requires an ARC request form plus a color chip of the new color. A ARC request and paint chip is also necessary for painting the same color, no application fee is required.
- * The ARC committee meets the second and fourth Thursday of each month. Please submit your request no later than 7 days prior to the meeting so that it can be included on the agenda.
- * Please submit an application fee of \$25.00 for all modification (excluding painting – same color) or \$300.00 for house additions. A refund of \$200.00 will be refunded following your final inspection and approval by Mod-ARC inspector for all house additions.
- The following items do not require submittal: (1) Gutters / Down spouts (2) Flowers (3) Foliage / Bushes (hedges must be submitted) (4) Planting of new trees (5) exterior lighting (carriage, security, landscaping lights) (6) Lawn furniture / lawn ornaments (7) Basketball goals (non-permanent) (9) Curbing (bordering materials generally use in landscaping) (10) Tiling (existing screened porch, patio or covered entranceways) (11) Direct replacement or repair of damaged items with same materials (12) Non reflective solar film on the interior of windows.



ARC APPLICATION □

Please read the instructions on the back before completing this application.

NAME: _____ OWNER'S SIGNATURE _____

ADDRESS: _____ PHONE: _____ DATE: _____

NEIGHBORHOOD: _____ (Ex: Briarwood, Fieldstone, Mandarin Lakes)

REQUEST: _____

(Example: Exterior modification, screened enclosure, painting, roofing, etc.)

ATTACHMENTS/MATERIALS (Check as appropriate)

- () Plot Plan () Paint Chips () Photo () Blueprint or Plan
- () Other (describe): _____

Will you require a dumpster or portable storage container at your property? Yes () No ()

REMARKS: House located on lake () Golf Course () Other Remarks ()

NOTE: This request expires 6 months from date of approval. Applicant hereby gives SMHA ARC permission to go onto the above described property until such time as project is completed.

DATE _____ Signature _____

ARC

NO FEES REFUNDED WITHOUT BOARD APPROVAL

FEE: () \$25
(fee.)

Fees apply to all projects (painting the same color does not require a fee.)
Call office upon completion of work to schedule inspection.

New Construction

FEES: () \$300.00

All house additions.
Call office upon completion of work to schedule inspection and refund of \$200.00 of deposit.

Date to be reviewed: _____ (Application must be received 7 business days prior to ARC meeting.)

Approved: _____ Disapproved: _____ Approved: _____ Disapproved: _____

Chairman, Local H.O.A. ARC: _____ President B.O.D. _____

Date: _____ Date: _____

Approved: _____ Disapproved: _____

Chairman: SMHA ARC _____ Date: _____