

# Courtside Landings ARC Approval Request Form

This request form is to be completed by the homeowner and submitted to the ARC for approval **BEFORE** any work commences. Please refer to your Declaration of Covenants, Conditions and Restrictions for information on the ARC. **\*All applications must have the Homeowners affidavit disclaimer/release PLUS vendor license and insurance attached.**

## THIS SECTION TO BE COMPLETED BY HOMEOWNER

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## CIRCLE ALL APPLICABLE:

Repaint Exterior, Screen Enclosure, Landscape Change, Gutters, Windows Storm Shutters, Other:

## DETAILED DESCRIPTION:

---

---

---

---

## SPECIFICATIONS:

All applications must include detailed copies of plans, diagrams or pictures of materials to be used for any structural requests (ie solar panels, gutters, etc.) Paint/material color sample(s) must comply with CLCA rules and standards. Landscape drawings showing requested changes or additions must be specific as to location and type of landscaping material requested. Applications submitted without detailed specifications will not be reviewed. All requests must conform to all local zoning and building regulations and include all necessary permits.

## SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE

Date Approved: \_\_\_\_\_

ARC/BOARD MEMBER'S SIGNATURE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Please Return Completed Form To: Compass Rose Management 1010 NE 9<sup>th</sup> Street, Suite A Cape Coral FL 33909

Or email to [info@Compassrosemanagement.Com](mailto:info@Compassrosemanagement.Com)

# Courtside Landings

## HOMEOWNER'S AFFIDAVIT DISCLAIMER/RELEASE

I have read, understand, and agree to abide by the Declarations, Covenants and Restrictions of the Association. In return for approval, I agree to be responsible for the following:

1. • Construction must be complete within sixty (60) days from the start of construction; unless prior approval by the CLCA Board/Arc committee.
2. • To comply with all state and local building codes; obtain permits if necessary.
3. • Any encroachment(s);
4. • To comply with the conditions of acceptance (if any). To complete the project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and the modification shall be removed by the owner at the owner's expense.
5. • Any soil disturbance with the potential to impact ponds, preserves, wetlands, conservation areas, street inlets, storm water conveyances, and/or area drains are to be protected by proper sediment and erosion controls.

**• The homeowner is responsible for ensuring that all areas affected by the project construction (i.e. landscaping, irrigation, common areas, etc.) are restored to their original condition. The homeowner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the homeowner is responsible for all costs necessary for the HOA to properly restore the area.**

**All applications must have this affidavit disclaimer/release PLUS vendor license and insurance attached.**

I also understand that the ARC does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; or for performance, workmanship or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Architectural Review Board or Board of Directors. If the modification is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

\_\_\_\_\_  
Date \_\_\_\_\_ Signature of Homeowner \_\_\_\_\_

# Courtside Landings

## Requests Checklist

Address: \_\_\_\_\_

	<u>Owner Initials</u>	<u>Manager's Initials</u>
ARC Request Submitted		
Contractor/vendor Insurance		
Contractor's License		
Description/Photo of Area to be improved		
Signed homeowners affidavit/release		

---

### ASSOCIATION USE ONLY

Has this been approved in the past or grandfathered in? Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_