

ARCHITECTURAL CHANGE APPLICATION

COVE ISLE COMMUNITY ASSOCIATION, INC.

c/o Avant-Garde Management

2688 SE Willoughby Blvd., Suite 101, Stuart, Florida 34994

Office Phone: 772-320-9617

APPLICATION SUBMISSION MUST BE EITHER BY MAIL OR BY APPOINTMENT IN-PERSON TO THE MANAGEMENT OFFICE.

Name of Homeowner/Applicant

Date

Property Address

Homeowner Mailing Address (if different)

Telephone Number - Daytime

Telephone Number - Evening

Email Address

DESCRIPTION OF ADDITION, CHANGE, MODIFICATION, ETC.

Submit one (1) copy of this form for all proposed additions, changes, modifications, etc., **accompanied where appropriate by floor plans, exterior elevations (all views), and site plan/property survey** (showing applicable setbacks, dimensions from property lines to proposed structures, etc.). In addition, submissions must include photos, proposed colors, patterns, materials, and all additional information necessary for the Architectural Control Board (ACB) to make an informed decision. *If all required information (see conditions of approval) is not received along with this completed application form, the ACB will reject the application until the application is submitted with all required information.*

Describe proposed additions, changes, modifications, etc. List all contractors and their phone numbers. (Attach an additional sheet if needed.)

General Acknowledgements - Applicants must read and initial all criteria listed below.

- _____ 1. Project Deposit. Project shall not commence unless and until a **returnable \$75 project deposit payable to Cove Isle** has been received and written approval has been provided. The deposit shall be used to correct any damage to the common areas resulting from the project activity. If no damage occurs, the deposit will be returned to the applicant.
- _____ 2. Damage to Property. Homeowners are ultimately responsible for any damage to common areas and/or other residential properties during the course of work whether caused by homeowner, contracted vendors, subcontractors, etc. The Board recommends that homeowners require contractors to provide copies of their business license and certificate of insurance prior to work commencing.
- _____ 3. Permits. The project must follow all local building codes and setback requirements and a building permit may be required. If required, permits must be obtained and prominently displayed prior to work commencing.
- _____ 4. One-Year Completion Period. Projects must be completed within one (1) year. If not completed within eight months, Avant-Garde Management must be notified in writing of the status of the project.
- _____ 5. Deviations. Homeowners may not deviate from approved plans. If deviation is desired, homeowners must resubmit a complete application form with the required documentation with the proposed deviation and shall not commence work until it is approved.
- _____ 6. Notification of Completion. When the project is complete, the Project Completion Form (page 4) must be submitted to Avant-Garde Management by mail.

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Specific Acknowledgements - Applicants must read & initial all criteria below that apply to the proposed project.

- _____ 1. Exterior Aluminum. All exterior aluminum must be white or bronze/black color and screening must be charcoal color.
- _____ 2. Exterior Painting. All exterior color must be in the existing color palette or one of the approved color schemes with the condition that the proposed color scheme is not on an adjacent neighboring house.
- _____ 3. Exterior Shutters. Boxes or exterior tracks must match the adjacent exterior wall color. Exterior shutters may only be closed while a hurricane/tropical storm watch or warning by the National Weather Service or National Hurricane Center is active and must be removed within seven (7) days after such hurricane/tropical storm watch and/or warning has been lifted.
- _____ 4. Irrigation & Subsurface Work. Homeowners are responsible for the irrigation system for any subsurface work proposed.
- _____ 5. Landscape Material Maintenance. Homeowners are responsible for maintaining, watering, pruning, trimming, and fertilizing all landscape materials approved by the ARC including the removal and installation of material. No landscape materials may encroach on neighboring properties or common areas from inception to mature growth.
- _____ 6. Ground-Based Structures. Pool heater, satellite dishes (per FCC regulations), and all other ground-based structures are to be hidden from view with approved hedge plantings.
- _____ 7. Solar Panels. Piping, fasteners, and frames to solar panels must be painted to match the adjacent exterior structure color (e.g., roof, wall, or trim).
- _____ 8. Fences. Fences must be white in color, constructed of aluminum, and not exceed 4 feet in height.
- _____ 9. Digging. Homeowner or contractor must contact the appropriate utilities prior to digging in utility easements.

APPLICATION REVIEW PROCESS

- Submission of the application does not guarantee approval and approval must be received, in writing, prior to making the alterations sought in this application. Approval is based on adherence to requirements and the aesthetics of the proposed change, but does not certify the construction worthiness or structural integrity of the proposed change.
- **Applications that are denied by the ACB may be appealed to the Board of Directors within 14 days of receipt of denial. Homeowners must submit an appeal in writing (containing the basis for the appeal) to the Cove Isle Board of Directors in c/o Avant-Garde Management at the address provided above. The Board will then review the request at the next scheduled Board meeting.**

Applicant Acknowledgement

My signature below acknowledges that I have read this application, understand the requirements, and will comply with applicable criteria.

Homeowner's/Applicant's Signature _____ Date _____

Mandatory Deposit: [\\$75.00 payable to Cove Isle](#)

Check Number(s) _____

DATE STAMP

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Date complete application received by Avant-Garde Management

*****FOR ARCHITECTURAL REVIEW COMMITTEE USE ONLY*****

Name of Homeowner/Applicant

Property Address

Member's Signature _____ Date _____ Approve Reject

Member's Signature _____ Date _____ Approve Reject

Member's Signature _____ Date _____ Approve Reject

Member's Signature _____ Date _____ Approve Reject

Member's Signature _____ Date _____ Approve Reject

Member's Signature _____ Date _____ Approve Reject

APPLICATION STATUS: APPROVED APPROVED WITH CONDITION(S) REJECTED

Comment(s)/Additional

Condition(s): _____

Reason(s) for

Rejection: _____

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PROJECT COMPLETION FORM

When the project is completed, please return this form to Avant-Garde Management by mail or email to admin@avantgardemgmt.com. **Please allow thirty (30) days for the refund to be processed.**

Name of Homeowner/Applicant

Unit Address

Homeowner/Applicant Address (if different)

Telephone Number

Brief Description of Completed Project:

Date of Project Completion: _____

Date Project Inspected/Approved by Martin County (if applicable): _____

I, the undersigned, acknowledge that I have followed all the requirements and conditions of the approved project.

Homeowner's/Applicant's Signature _____ Date _____

DEPOSIT CHECK RETURN REQUEST
Cove Isle Community Association

MAKE CHECK PAYABLE TO: _____

AMOUNT OF CHECK: \$ _____

MAIL CHECK TO THE FOLLOWING ADDRESS: _____

Date form received by Avant-Garde Management

DATE STAMP