



IMPORTANT INFORMATION FOR ALTERATION APPLICATIONS

All pages of this application must be submitted and this application must be signed by all owners of the property. Please review the Declaration of Covenants, Conditions and Restrictions for a complete description of allowable and restricted alterations, modifications and improvements. The Summerwood Architectural Review Committee (ARC) will review plans for compliance to the specific requirements of the CC&R's and Summerwood of Oak Creek Design Standards. This review will carefully and objectively consider the proposed improvement(s) in relationship to the subject lot and public view. Buildings, structures and all proposed elements shall be designed in harmony with the subject lot, adjacent lots and the neighborhood as a whole. Each request must be submitted on a Summerwood of Oak Creek Alteration Application form **prior to the commencement of work** and must be accompanied by a copy of the plot plan or final survey showing the location of the improvement, a detailed sketch or cut sheet of the proposed finished product and a color palette showing proposed colors of exterior paint, pavers, stone, etc. The Summerwood ARC has up to forty (45) days after receipt to respond to the application.

UNDER NO CIRCUMSTANCES IS ANY WORK TO BEGIN WITHOUT THE PROPER APPROVAL OF THE SUMMERWOOD ARCHITECTURAL REVIEW COMMITTEE OR THE H.O.A. BOARD

REQUIRED DOCUMENTATION CHECKLIST (Please check boxes that are applicable to ensure an accurate and complete request):

- The Summerwood of Oak Creek Alteration Application Form (please use the most current version from the Property Manager's website)
- Lot Survey with the house footprint indicating the exact location, size, and distance from applicable property lines of the proposed modification (Lot Survey can be found within the Homeowner's closing documents, and can be copied for such use)
- Detailed description of the alteration including size, height, color, materials, or other information pertinent to the modification. (see below for fence installation requirements)
- Contractor's proof of liability insurance and worker's comp insurance or exemption (if being completed by the homeowner, please specify on the request).
- Sketches, scaled drawings, product cut sheets, landscape species, quantities and plant sizes, paint colors, photos, etc. may be required for approval depending on the proposed change.
- Exterior Painting – Color palette and colors listed by Body, Trim and Front Door. Pictures of homes on either side and directly across the street to verify colors are not the same. Exterior colors must be selected from the approved color palette located on the Property Manager's website.
- Pool Installation – Neighbor approval for temporary inconvenience. Landscape or fence plan to buffer pool equipment from view of the street or adjacent property.



Fence Installation (please confirm) – Fences along a retention pond, conservation area, preservation area, natural area, or located along a drainage easement adjacent to a retention pond, shall not exceed four feet (4') in height from the Rear of the Residence; At installation, fences not along a pond, conversation area, preservation area, natural area, or drainage easement shall not exceed six feet (6') in height. Height is measured by the length of the fence slats; caps and posts are required to be professionally installed, not to exceed 2" inches above the 4' or 6' feet fence slat requirement, within the safe installation of professionals and the reasonable judgment of the Board of Directors. Fences shall be as flush to the ground as possible and within professionally reasonable standards. It is anticipated that ground water runoff may cause some soil erosion. Should the bottom of the fence slats exceed 2 ½" inches from the ground, then the soil should be built up, professionally, or the fence reinstalled. Side yard fences will not be permitted within ten (10) feet of the front of the house. The ten (10) feet shall be measured from the front horizontal boundary of the structure, not including the garage. g) Side yard fences must be at least 5 (five) feet from the side lot lines for corner lots where the fence runs along the street.

If you have any questions, please do not hesitate to contact your HOA Property Manager listed below. If approval is granted, it is not to be construed to cover approval of any State, County or City Code requirements. A building permit from the appropriate building department is required on most alterations and/or improvements. It is the homeowner's responsibility to ensure all required permits are obtained. The Summerwood ARC shall have no liability or obligation to determine whether such alteration, improvement or modification complies with any applicable law, rule, regulation, code, or ordinance.

OWNER'S SIGNATURE

DATE

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DATE

SUBMIT ALL THREE PAGES OF THIS APPLICATION AND REQUIRED DOCUMENTATION:

Via the Homeowners' Website: (No processing fee applies)

<https://vanguard.cincwebaxis.com>

Select Account Info; ACC Requests, Add ACC Requests

Via U.S. Mail or email to: (A \$25.00 manually processing fee will be applied to your account and must be paid before the application is submitted to the board for review)

The Vanguard Management Group, Inc.

Attn: Christine Farnham

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