

**Venetian Villas Unit Owners Association, Inc.  
Architectural Review Board Application**

This request form is to be completed by the homeowner and submitted to the Manager of the Association who will submit the application to the Board of Directors who serve as the Architectural Review Board for approval of **any** exterior alteration including landscaping (mature height in excess of 4 feet) and replacement of any exterior item. The Board must approve the application **before** any work commences. All requests must conform to the local zoning and building codes. If you have any questions concerning this application, please refer to your Sixth Amended and Restated Declaration.

Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Other: \_\_\_\_\_

**Please provide:**

Complete description of the project/improvement (use space below). Type of materials to be used and sample of colors if applicable.

One copy of the following that are applicable:

- (1) blueprints or drawings, pictures, brochures
- (2) site plans locating the house footprint, fence (if any), (3) landscape plans and (4) tree removal site plans.

**Description of request:**

\_\_\_\_\_  
\_\_\_\_\_

**Terms & Conditions:** If the application is approved, owners must obtain all necessary permits from the city and post the permit in a visible area on the lot before the commencement of work. Approval of the application is contingent upon this requirement. Any failure to obtain said permits voids any ARB approval and any work begun is a violation of VVUOA Governing Documents. The exterior area of the building/lot that is altered becomes the sole responsibility of the owner and is no longer the responsibility of the Association for the exterior maintenance of the area altered.

**Liability:** I, the undersigned homeowner, take full responsibility and I am personally liable for any damage that might occur to Venetian Villas Unit Owners Association, Inc.'s property during this project.

\_\_\_\_\_

Homeowner's Signature	Date
-----------------------	------

\_\_\_\_\_

Reviewed by	Date
-------------	------

Approved       Denied

Comments: \_\_\_\_\_

**Please submit the application to: [susanrusso@watsonrealtycorp.com](mailto:susanrusso@watsonrealtycorp.com)  
Venetian Villas Unit Owners Association, Inc.  
Watson Association Management, 1410 Palm Coast Parkway NW, Palm Coast, FL 32127**

