

Matanzas Cove Homeowners Association

ARC Application Checklist

Please provide the following information with the completed ARC Application.

\_\_\_\_\_ Copy of Survey indicating where property modification will be.

\_\_\_\_\_ Copy of Contractor or Homeowner modification plans.

\_\_\_\_\_ Copy of Contractor's License and Insurance.

\_\_\_\_\_ Paint sample providing Color Name/Number.

\_\_\_\_\_ Specifications sheet of material being used.

\_\_\_\_\_ Copy of Building Permit.

**Matanzas Cove Homeowners Association**  
Architectural Review Committee Application  
c/o Watson Association Management LLC  
1410 Palm Coast Parkway NW, Palm Coast, FL 32137  
Email to: [SMatthews@Watsonrealtycorp.com](mailto:SMatthews@Watsonrealtycorp.com)

**DO NOT PROCEED UNTIL ARC MAKES A DETERMINATION ON YOUR APPLICATION**

Date: \_\_\_\_\_  
Homeowner's Name(s): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Est. Start Date: \_\_\_\_\_ Est. Completion: \_\_\_\_\_

Proposed Work Details

Landscape       Painting       Pool/Spa       Patio/Driveway       Other

Work will be performed by:  Homeowner       Contractor

ATTACHMENTS

Survey/Plot plan marking locations       Plans/Detail Sketches       Paint Color Sample  
 Picture of Proposed Work/Area       Copy of Contractor Licenses/Insurance

Any alterations which may affect adjoining neighbors require acknowledgement from those who may be affected.

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

**DISCLAIMER/RELEASE**

Matanzas Cove Homeowners Association, Board of Directors, (Board), the Architectural Review Committee, (ARC), Watson Association Management, LLC will not be held responsible for any landscaping or damage incurred by any Homeowner or Vendor/Contractor pertaining to any installations made to said property. Furthermore, it is the Homeowner's responsibility to hire only Licensed and Insured Vendors/Contractors.

A copy of the Building Permit will be provided to Watson Association Management, LLC prior to the beginning of any project. A copy of the County Inspection Approval will be provided upon completion.

Permission is hereby granted for the ARC or Watson Association Management, LLC to enter said property to make reasonable observations and inspections of the ARC request and completed project. I have read and understand the Declarations, By-Laws, and the ARC Standards and Guidelines of the Matanzas Cove HOA, as well as the attached Homeowner Affidavit. I will, upon completion of all work notify Watson Association Management, LLC.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Architecture Review Committee Use Only**

Approved       Approved with Conditions       Disapproved       Information Needed

Explanation: \_\_\_\_\_

Board/ARC: \_\_\_\_\_ Date: \_\_\_\_\_

# Matanzas Cove Homeowners Association

## HOMEOWNER'S AFFIDAVIT

I have read, understand, and agree to abide by the Declaration of Covenants, Conditions, and Restrictions of the Matanzas Cove Homeowners Association. I agree to be responsible for the following:

- All losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others.
- To comply with all state and local building codes.
- To comply with the Conditions of ARC approval.
- If the alteration is not completed as approved, the approval will be revoked and the modification shall be removed by the Homeowner at the Homeowner expense.
- The Homeowner assumes maintenance responsibility for any new landscaping.
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration.
- The Homeowner cannot give permission to Vendors/Contractors to enter any Preserve Areas.
- The Homeowner is responsible for ensuring that any area affected by the project construction will be restored to the original condition (i.e. landscaping, irrigation, common areas, etc.).
- The Homeowner will be notified of any deficiencies in writing and will be asked to correct any damages.

I also understand that the ARC does not assume responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition. The ARC does not assume any responsibility of Contractor performance, workmanship, or quality of work.

Homeowner Signature: \_\_\_\_\_

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