

APPENDICES “ MUST SUBMIT WITH APPLICATION “

APPENDIX 1 - OWNER'S ACKNOWLEDGMENT

Owners' Acknowledgments: -PLEASE READ & INITIAL EACH SUBJECT
I/we understand and agree:

1. __ that approval by the Architectural Review Board shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed
2. __ that approval by the Architectural Review Board shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. __ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Architectural Review Board to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. __ that no work on the proposed change shall begin until written approval of the Architectural Review Board has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. __ that there shall be no deviations from the plans, specifications, and location approved by the Architectural Review Board without prior written consent of the Architectural Review Board; any variation from the original application must be resubmitted for approval.
6. __ that I authorize members of the Architectural Review Board or managing agent to enter upon my Property to make one or more routine inspection(s).
7. __ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application. Review Board shall be deemed conclusively to have lapsed and to have been withdrawn.
8. __ that it is my responsibility and obligation to obtain all required building permits, to contact *the county prior to commencing*, and to construct the improvements in a workmanlike manner to conform to all applicable building and zoning codes.
9. __ that I am responsible for any damage and all cost to repair green space or community property that result from the proposed modification.

Owner/Applicant Signature _____ ~ _____ Date: _____

Co-Owner/Applicant Signature _____ Date _____

Required Attachments: Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, COLOR, dimensions, materials, and a copy of the survey with the location marked). Please list Attachments:

INSTRUCTIONS FOR COMPLETING ARB APPLICATIONS--Ref:04-2021

**All Homeowners who wish to make Modifications or Additions to the Exterior of their homes, are required to submit a COMPLETED application to the Architectural Review Board. All applications must be Mailed to Property Management Systems Inc, P.O Box 1987-Yulee-Florida-32041-1987-Att: Sheryl Hutfles
Phone: 904-225-9070**

Applications may be hand delivered to:46349 State Road 200, Yulee, Florida 32097.

If there is any doubt as to which External Modifications or Additions are exempt from ARB Design Review or PRIOR Approval, Homeowners and Residents-(Renters) should seek clarification before taking any action, by contacting Property Management Systems, and referring to our Hidden Lake Estates HOA Handbook, which is posted in our Web-Site. DO NOT THINK EXISTING MODIFICATIONS MAY BE FOLLOWED,AS MANY HOME OWNERS HAVE HAD TO PAY LARGE FINES,AND COURT COSTS.

The documents required for a Complete Application are as follows:

- 1-Appendix 2-HLE ARB Design Review Application Form. Downloadable from Web-Site. Please complete this form denoting the full Name, Address, Daytime Phone Number, and E-Mail address, so that if necessary, you may be contacted easily, if additional information is required. Please check the relevant section that applies to your request and if not listed describe in section listed as OTHER.**
- 2-Owners Acknowledge Agreement. Must accompany ARB application. Posted on Web-Site. Please sign and initial every section of this agreement. (APPENDIX 1)**
- 3-Your Site-Plan, or Survey, which was provided by seller when you purchased home, or if Rented, should be available from your Landlord . Please define in BOLD script the area where the Modification or Addition will be located, Dimensions, Colors etc. (Example: Fence- 6' High, Shadow-Box-Wooden Fence-Natural Color + 2 Gates)-(Screen-Existing Patio: Aluminum Frame-Black or Bronze-No Alterations to Existing Patio required)**
- 4--ALL REPAINTING MUST BE APPLIED FOR WITH SAMPLES OF ACTUAL COLOR SWATCHES,EVEN IF TRYING TO MATCH ORIGINAL COLORS- NOTE:THIS HAS BEEN IN EFFECT SINCE 2015,VOIDS OLD PAINT RULES.**
- 5-ROOF REPAIRS-MUST SUBMIT APPLICATION WITH ACTUAL TILE SAMPLES. IF TILE IS 2 COLORED-SUPPLY A SAMPLE PIECE THAT SHOWS BOTH. JUST CUT A SIZE THAT FITS INTO A REGULAR SIZE ENVELOPE.**

NO ARB APPLICATIONS WILL BE ACCEPTED FROM ANYONE WHO CURRENTLY HAS PENDING VIOLATIONS-FINES-PENALTIES OR DELINQUENT HOA FEES,UNLESS THE APPLICATION IS PART OF AN ARB REQUIREMENT TO ATTAIN COMPLIANCE OF AN EXISTING VIOLATION. IT IS A VIOLATION TO COMMENCE ANY ADDITION OR MODIFICATION WITHOUT PRIOR ARB APPROVAL.

Architectural Review Board
Design Review Application Form ARB #
RECEIVED :

Please submit (2) TWO COMPLETE SETS of plans & COLOR SAMPLES Required with each application.

To: Property Management Systems Inc. P.O. Box-1987 , Yulee ,Florida 32041-1987-Att: Sheryl Hutfles
Phone: 904-225-9070

Applications may be hand delivered to PMSI-46349 State Road 200, Yulee, Florida 32097

From: Property Owners: Lot #: Phase: Date:
Property Address:
Daytime Phone Number: Email:
Mailing address (if different than property address):

**PLACE (X) BESIDE ITEM APPLIED FOR **

FENCE & DETAILS--(Attach 2 copies of SURVEY with fence location sketched on them. Denote type, height & color)

XXX-NO STORAGE SHEDS ALLOWED-XXX

POOL PLAN & DETAILS

(Attach 2 copies of survey with pool location clearly sketched on it)

NOTE:ALL POOLS MUST BE SCREENED OR FENCED IN COMPLIANCE WITH STATUTES.

** SEE RULES OUTLINED BELOW ON PAGE # 2**

PAINTING HOUSE-COLOR SWATCHES MUST BE SUPPLIED WITH ALL APPLICATIONS EVEN IF MATCHING ORIGINAL COLORS.

LANDSCAPING

(Attach 2 copies of proposed landscape Site Plan with location of trees, shrubs,plants ,hedges etc.)

****OTHER REQUEST :

OTHER:

SCREEN ROOM or ADDITION

(Attach 2 copies of survey showing footprint, COLOR and material, all elevation drawings and landscape plan)

ENCLOSURE OF EXISTING PATIO

(Attach 2 copies of survey showing footprint, COLOR and material of screen & or windows, doors , all drawings etc)

ROOF REPAIRS-MUST APPLY BEFORE AND SUPPLY COLOR SAMPLE OF ALL SHINGLES.

PLAY EQUIPMENT:

(Attach 2 copies of survey with location of equipment Indicated, photo of play equipment and proposed landscape plan.)

Review Fees: As of 6-01-2007, the Board of Directors has amended the Architectural Review process to discontinue the collection of fees for all ARB submissions. The only fees that will be collected in the future will be those costs associated when the ARB must seek the professional advice outside of the committee. At that time, the homeowner will be notified of the costs of this consultation and be required to pay the related fees before the plans can be approved.

Signature:OWNER CO-OWNER Date:

***** DO NOT WRITE BELOW THIS LINE*****

TO: Property Owners:

FROM: Architectural Review Board

Your application is APPROVED: DISAPPROVED: (SUBJECT TO THE FOLLOWING CONDITIONS):

Signature: Date:
Printed Name: Title:

These plans have been reviewed to establish their compliance and compatibility with the Guidelines of Hidden Lake Estates.

These plans are approved on a limited basis. No review has been made with respect to functionality, safety, and compliance with governmental regulations or otherwise and any party with respect to such matters. The approving authority expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty.

The following applies to the construction of pools, screens and room additions:

This approval concerns only your architectural and/or landscape plans. You are still responsible to obtain whatever easements, permits, licenses and approvals, which may be necessary to improve the property in accordance with the approved plans. This approval must not be considered to be permission to encroach on another property owner's rights to use and enjoy all possible property rights. Approval of the plans does not constitute a warranty or representation by the Architectural Review Board to any developer or landowner that the proposed improvements will be consistent with the development plans of any other landowner.

In addition, this approval does not in any way grant variances to, exceptions, or deviations from any setbacks or use restrictions unless a specific letter of variance request is submitted and the party entitled to enforce such setbacks or restrictions issues a specific letter of "variance approval". This approval does not constitute approval of any typographical, clerical or interpretative errors on the submitted plans.

Compliance with all applicable building codes is the responsibility of the general contractor and the owner and not that of the Architectural Review Board or any developer. **The Owner is responsible for positive drainage during and after the construction of the lot. No water drainage is to be diverted to adjoining lots, common areas or wetlands. The Owner is responsible for informing the primary contractor.**

Compliance with all approved architectural and landscaping is the responsibility of the Owner of legal record, and any change to the approved plans without prior Architectural Review Board approval subjects these changes to disapproval and enforced compliance to the approved plans may result.

NOTE

NO ARB APPLICATION WILL BE ACCEPTED FROM ANYONE WHO CURRENTLY HAS PENDING VIOLATIONS-FINES-PENALTIES OR DELINQUENT HOA FEES, UNLESS THE APPLICATION IS PART OF AN ARB REQUIREMENT TO ATTAIN COMPLIANCE OF AN EXISTING VIOLATION. RECEIPT OF PAYMENT FOR FINES-PENALTIES OR HOA FEES MUST BE CONFIRMED IN WRITING BY THE MANAGEMENT COMPANY ON OR BEFORE THE APPLICATION IS SUBMITTED TO THE ARB. COMMENCEMENT OF ANY ADDITION OR MODIFICATION WITHOUT PRIOR ARB APPROVAL IS NOT PERMITTED FOR ANY REASON WHATSOEVER, AND WILL RESULT IN AN ADDITIONAL NON REVERSIBLE FINE & OR PENALTY FROM THE RULES ENFORCEMENT COMMITTEE.