

SOUTHWINDS at the MOORINGS
ARCHITECTURAL REVIEW REQUEST APPLICATION

Southwinds at the Moorings c/o Keystone Property Management Group

_____ 780 U.S.1 Suite 300 Vero Beach, FL 32962 _____

Date Submitted: _____

Owner's Name: _____

Address: _____ Bldg # _____ Unit # _____

Contact: cell _____ email _____

Full description of work to be done: (continue on back of page, if necessary) INTERIOR___ EXTERIOR___

Project Start Date _____ Project Completion Date _____ Contractor _____

Work Description:

[NOTE: any contractor plans & design sketches should accompany this application.]

IMPORTANT: OWNER'S RESPONSIBILITIES

OWNER'S APPLICATION MUST FULLY COMPLY WITH ASSOCIATION GOVERNING DOCUMENTS.

OWNER IS FULLY RESPONSIBLE FOR MANAGEMENT OF THE JOB & ALL CONTRACTOR PERSONNEL ON-SITE.

OWNER IS RESPONSIBLE FOR SCHEDULING ALL WORK BEGINNING NO SOONER THAN MAY 15 WITH COMPLETION NO LATER THAN OCTOBER 15. DAILY WORK HOURS ARE 8AM – 5 PM ON MONDAY -FRIDAY. NO AFTER-HOURS OR WEEKEND WORK IS PERMITTED.

ALL CONTRACTORS MUST BE PROPERLY LICENSED AND HAVE LIABILITY INSURANCE.

ALL CONSTRUCTION MUST COMPLY WITH LOCAL, COUNTY, STATE, & FEDERAL BUILDING OR LAND USE REGULATIONS.

OWNER IS RESPONSIBLE FOR DETERMINING AND OBTAINING ALL NECESSARY BUILDING PERMITS, INCLUDING ELECTRICAL AND PLUMBING, WHICH ARE REQUIRED BY LAW.

ANY PLANS WHICH WILL REQUIRE PENETRATION OF A CONCRETE SLAB WILL REQUIRE A STRUCTURAL ENGINEERING APPROVAL BY A SW-APPROVED ENGINEERING FIRM PRIOR TO SUBMISSION OF ARC REQUEST. THIS SURVEY WILL BE AT OWNER'S EXPENSE. _____

ANY FLOORING REPAIR OR REPLACEMENT ON SECOND OR THIRD FLOORS OF THE CONDO BUILDINGS REQUIRES USE OF *WHISPERMAT* UNDERLAYMENT FOR NOISE REDUCTION. INSPECTION OF INSTALLED UNDERLAYMENT IS REQUIRED BY ASSOCIATION MANAGEMENT PRIOR TO INSTALLATION OF ANY FLOOR COVERING.

ARC Requirements: Projects requiring penetrations through stucco;

- To ensure the water tight envelope of the building; prior to any renovation, installation, or repair which requires penetration through the stucco exterior such as; windows, sliders, doors, shutters, etc., at the owners expense, prior to starting the project an outside consultant must approve the plan and must also inspect for proper waterproofing after the work is completed, and provide a final report to the ARC to complete the project.

NOTE: "QUIET" WORK (INTERIOR PAINTING, WALLPAPERING, HANGING CURTAINS) MAY BE DONE ALL YEAR LONG, MONDAY – FRIDAY, DURING THE HOURS OF 8AM TO 5PM.

TO CLARIFY, JOBS SUCH AS SHELIVING, CABINET INSTALLATION, CLOSET INTERIORS OR FLOORING DO REQUIRE AND ARC REQUEST. IF IN DOUBT, ASK.

PLEASE SUBMIT THIS APPLICATION TO THE SW MANAGEMENT COMPANY AT LEAST 30 DAYS PRIOR TO YOUR PROJECT START DATE. ANY CHANGES TO THE PROPOSED PLAN WILL REQUIRE RESUBMISSION FOR AN ADDITIONAL ARC REVIEW. *Your signature verifies that you have read and understand fully the terms and agree to manage your project, when approved, within the required construction period.*

Signature of owner: _____

Print name of owner: _____

Owner – Please do not write below this line.

Architectural Review Decision

___ Approved

___ Approved with conditions

___ Disapproved

Comments/Conditions to Approval:

ARC Signature: _____

Date: _____

When completed, this form should be submitted to Southwinds Management Company by e-mail to southwinds@keyirc.com.