



OLYMPIA Request to Architectural Review Committee for Approval to Modify Property

Complete all items (please print). Please read all conditions and sign where required below. Submit to the Village Association. The Village Association will forward it to the Master Association for further review.

Name of Applicant(s) _____

Mailing Address _____

Unit (Lot) Address _____

Village _____ Model Type _____

Email _____ Phone _____

In accordance with requirements of the Architectural Review Committee of the Master Association and / or the requirements of the Village Association to which I belong, I hereby request approval for the following modification: **(Describe below the modification requested)**

Conditions:

1. Please consult the Association Architectural Review Guidelines for restrictions and proper procedures.
2. One complete set of plans and specifications prepared by an architect, landscaper, engineer or other qualified person shall be attached to this application. If applicable to the type of modification requested.
3. Information contained in these plans and specifications must show the nature, kind, shape, height, materials, color scheme and location of the requested change or alteration, depending on the type of modification requested.
4. One copy of the final Lot Survey indicating the location and dimensions of the proposed modifications must be attached.
5. As a condition precedent to granting any request for a change, alteration or addition, the applicant, his heirs and assigns, hereby assumes sole responsibility for the repair, maintenance or replacement of any such addition, alteration, or change and shall indemnify and hold each Association harmless from and against all claims, causes of action and expenses (including attorneys' fees) made against each Association in connection with, or as a result of, the modification to be performed under this request.
6. The applicant acknowledges and agrees that they shall be responsible to any and all damage to roadways, sidewalks and landscaped areas and any other common areas governed by the Master Association or any Village Association or any other property within Olympia in connection with or arising out of the construction of the improvements.
7. The applicant assumes all responsibility for any infringement on or interference with existing facilities and easements on the property.
8. An approval or denial for each applicable Association will be delivered within 30 days after that Association's receipt of this request together with all required materials.
9. Approval of this request does not constitute approval of the structural integrity or building code conformance of the requested modification, and is intended solely to maintain harmonious visual aesthetics within the community.

No work may commence until the Master Association have returned a signed approval of this form.

Applicant's Signature _____ Date _____

Village Association Action Taken: Approved _____ Conditionally Approved _____ Disapproved _____ Incomplete _____

The following information is required or approval is conditioned upon:

Name of Village Association _____

Village Signature _____ Date _____

Master Association Action Taken: Approved _____ Conditionally Approved _____ Disapproved _____ Incomplete _____

The following information is required or approval is conditioned upon:

The Architectural Review Committee of the Master Association

Master Signature _____ Date _____

Olympia Master Association Architectural Review Committee

List of documents required for the most common projects Each project requires a separate ARC Form

DRIVEWAY/PATIO EXTENSIONS

ARC Form
Lot Survey with Project Drawing
* Paver Color **MUST** match current pavers

FENCE

ARC Form
Lot Survey with Project Drawing
Description of fence (material, color, height and location of gates)
*Rear gate must be installed unless lot abuts to another lot.

GARAGE/FRONT DOORS FAUX-WOOD PAINT

ARC Form
Sample color chip/photo of proposed grain finish

HURRICANE SHUTTERS

ARC Form
Lot Survey with Project Drawing

LANDSCAPE

ARC Form
Lot Survey with Project Drawing

PAINT

ARC Form
Paint color **MUST** match roof color scheme if not painting same color
Color scheme column must be followed. Each part of the house must be painted with the color assigned to that specific part. No swapping is permitted.

SCREEN ENCLOSURES

ARC Form
ARC Damage Deposit Form
\$500 Check (Deposit)
Lot Survey with Project Drawing

SWIMMING POOL/SPA

ARC Form
ARC Damage Deposit Form
\$500 Check (Deposit)
Lot Survey with Project Drawing

OTHER PROJECTS NOT LISTED ABOVE - Any other project not listed above requires the following:

- * ARC Form
- * Lot Survey with project drawing – (addition, alteration, removal) – not paint related
- * \$500 Check (Deposit) and ARC Damage Deposit Form for any major construction project

PLEASE NOTE:

SUBMISSION OF THE REQUIRED DOCUMENTS DOES NOT GUARANTEE THE PROJECT WILL BE APPROVED.

THE COMMITTEE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO CONSIDER YOUR REQUEST.

PLEASE DO NOT BEGIN ANY PROJECT UNTIL YOU ARE ADVISED THAT YOU HAVE BEEN APPROVED.

IT IS RECOMMENDED THAT HOMEOWNER CONSULTS WITH VILLAGE OF WELLINGTON IF A PERMIT IS REQUIRED FOR THE PROPOSED PROJECT.



Architectural Review Committee (ARC) Damage Deposit Form

_____ and _____

("Owners") of _____, Wellington, Florida, submit the request to the Architectural Review Committee ("ARC"), for written approval of the attached plans and specifications or drawings ("Plans") for the construction of the improvements shown on the Plans (the "Improvements"). The Owners acknowledge and agree that they shall be responsible for any and all damage to roadways, sidewalks and landscaped areas and any other common areas governed by the Master Association or any Village Association or any other property within Olympia ("Property") in connection with or arising out of the construction of the improvements.

Without in any way limiting, and in addition to the rights and remedies of the Architectural Review Committee ("ARC") and the homeowners association(s), the Owners hereby deposit the sum of \$500.00 ("Deposit") with Olympia Master Association, Inc. ("Master Association"), to be used by the Master Association, or its designees, in the Master Association's sole discretion, to repair or restore any damage to the Property caused by or resulting from the acts or omissions of the Owners, or the Owners' contractors and agents in connection the construction of the Improvements. The Owners shall be liable to the Master Association for any amount in excess of the Deposit required to effect the repairs to or restoration of the Property, or to pay any claim for injury or damage to the Property.

The Owners shall notify the Master Association in writing upon completion of the Improvements. If the Master Association determines: (a) that there is no damage to the Property, the Deposit shall be refunded to Owners within 30 business days of the Master Association's determination; or (b) that there is damage to the Property, then, after deducting the costs and expenses as aforesaid from the Deposit, the balance, if any, shall be returned to Owners with 30 business days of completion of the repairs or restoration, or the payment of any claims.

Dated: _____, 20____ x _____
x _____

PLEASE MAKE CHECK PAYABLE TO: OLYMPIA MASTER ASSOCIATION, INC.

ACKNOWLEDGMENT

Olympia Master Association, Inc. acknowledges receipt of the Deposit (if paid by check, subject to clearance) and agrees to act in accordance with the terms of the Application.

OLYMPIA MASTER ASSOCIATION, INC.

Dated: _____, 20____ by: _____