

MEADOWBROOK (UNIT 6) HOMEOWNERS' ASSOCIATION
Architectural Control Requirements – Approved by the Board July 21, 1996

The Board of Directors is the Architectural Control Committee.

If you want to (a) erect or maintain any addition to building, fence, wall or other structure, or (b) change or alter the shape, color or appearance of the exterior of existing improvements, you must first, before any work can commence:

1. submit an Exterior Alteration Application with plans and specifications showing the nature, kind, shape, height, materials, color, location and all other details;
2. obtain Architectural Control Committee's approval in writing;
3. have adequate insurance to protect the Association against any liability which may arise from work;
4. have obtained all permits required by law.

Policies

1. Maintenance of windows, screens and exterior light fixtures attached to and serving only one unit are the responsibility of the homeowner but replacements must be consistent with the style and color of all other units current located at the Meadowbrook (Unit 6).
2. Front and back doors, screen doors and patio gates shall be compatible with the design, color and character of the original building and be maintained by the homeowner.
3. All fencing must be "neighbor friendly"; meaning that the finished side must be "out".

Guidelines

It is the intent to allow individual unit owners to upgrade and improve their units. A unit owner may at his expense make such changes or additions to the interior of his unit as he may desire. A unit owner may at his expense make changes, improvements or additions to the exterior or exposed parts of his unit if such changes are in general keeping with the existing architectural style and design, but only upon prior written approval by the Architectural Control Committee provided, however, unit owner shall be responsible for upkeep, repair and maintenance of such improvements.

1. General

- a. The Committee will consider only written requests
- b. If a request is rejected, the applicant may ask for reconsideration and is encouraged to present new or additional information which might clarify the request or demonstrate its acceptability.
- c. The Committee will act on a request as promptly as possible. If the Committee fails to reply to the applicant within 60 days then the request is considered to have been approved.
- d. An application describing the proposed improvement should be sent to the president of the board of directors, together with plans and specifications.
- e. The description of the project should include all information necessary for the Committee to take action. Necessary data would include the height, width, length, size, shape, color, and location of the proposed improvement. Photographs or sketches of similar completed projects would aid in the Committee's consideration. If the alteration affects the existing drainage pattern, the proposed drainage pattern must be included.

2. Building alterations and additions

- a. Any addition to an existing building or any exterior alteration, modification or change to an existing building must have the written approval of the Committee before any work is undertaken. Examples of such projects include a deck, fireplace, air vents, or patio.

3. Common element alterations

- a. No homeowner shall plant any tree or shrub on common property except after written approval of the Architectural Control Committee.
- b. No homeowner shall add to, change or alter any part of the common elements of the Association property except following written approval by the Architectural Control Committee of the application showing the nature, kind, shape, height, materials, color, location and all other details of the same.
- c. Alterations made without prior written approval maybe removed by the Association at homeowner's expense upon the committees recommendation and concurrence by the Board of Directors.

MEADOWBROOK (UNIT 6) HOMEOWNERS ASSOCIATION
Exterior Alteration Application

Please mail or deliver to:

Meadowbrook (Unit 6) Homeowners Association
C/O Stokes Association Management, LLC
2751 Whitmore Ct.
Tallahassee, Florida 32312

FROM: *(Please print or type)*

NAME: _____
ADDRESS: _____ UNIT: _____
PHONE: _____ EMAIL: _____

Description of changes desired - give full details of purpose and/or reason, type and color of materials to be used, and location on the property (if fencing is involved, a survey must be included):

If the request is for a change in paint color, attach a sample and model number of the paint or stain color. If the request is for a structural change, ground planting, fencing, rearrangement, etc., attach a sketch or architectural plan, etc.

Acknowledgment of Adjacent Property Owners

This Acknowledgment indicates an awareness of the intent and does not constitute nor indicate approval or disapproval.

NAME:	NAME:
ADDRESS:	ADDRESS:
Signature:	Signature:

NOTES:

1. Nothing herein contained shall be construed to represent that alterations to land or building in accordance with these plans, shall not violate any of the protective covenants nor any of the provisions or Building or Zoning Codes, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any such restriction.
2. I understand and agree that no work on this request shall commence until written approval of the Architectural Control Committee has been received by me.
3. I understand that applications usually take no longer than 45 days for complete review and action once sufficient documentation has been provided.
4. A copy of this application shall be returned to me after action by the Architectural Control Committee.
5. I represent and warrant that the proposed changes requested herein conform to the appropriate Architectural Guidelines and that these changes shall be made in conformance with them.
6. I understand and agree that the work must be started within 45 days of approval and completed within 30 days of the commencement of the work.

OWNER'S SIGNATURE(S) _____ DATE _____

Instructions to Applicant:

Draw a simple sketch or include clipping or picture in space below. Please limit attachments to 8 1/2 x 11.

REMARKS: _____

ACTION: _____