



REQUEST TO MODIFY PREMISES
Vero Lago Homeowners Association
C/o Elliott Merrill Community Management
835 20th Place, Vero Beach, FL 32960
Phone: (772) 569-9853 Fax: (772) 569-4300
BethanyG@elliottmerrill.com

For Filing Only: _____
 Last Name _____
 Request Approved
 Yes No
 File Date _____

DO NOT BEGIN MODIFICATIONS WITHOUT AN APPROVAL LETTER FROM THE ARCHITECTURAL REVIEW COMMITTEE (ARC).
A RESIDENT WHO MODIFIES THE PREMISES WITHOUT AN APPROVAL LETTER ASSUMES ALL RESPONSIBILITY FOR
REMOVING THE MODIFICATION IF IT IS NOT APPROVED BY THE ARC.

Email or deliver this form to Elliott Merrill before planned modification begins.

Modifications include but are not limited to: landscaping, pools, pool screens, walks, driveways, exterior paint, shutters, roofs, windows, doors, play structures, fences, exterior decorative elements, etc.

Name: _____ **Email Address:** _____

Address: _____ **Lot #:** _____

Home Phone: _____ **Cell:** _____ **Cell:** _____

Description of Modification:

Work to be performed by homeowner (DIY)

Work to be performed by contractor **Contractor's Name:** _____

PROCEDURE:

- Submit this form to Elliott Merrill as instructed above.
- The form will be reviewed and forwarded to the Architectural Review Committee (ARC).
- The ARC will review and forward a packet consisting of the proper HOA required forms for your particular request.
- This is done to insure that the proper information/documents are used from the start of the process.
- Please fill these forms completely and return them to the ARC along with any requested additional documentation.
- Depending on the scope of work, the homeowner may be required to place a security/damage deposit of up to \$2,000.
- If the work is being performed by a contractor, copies of their contractor's license, liability insurance, and workman's compensation insurance will be part of the required documentation if they are not on file at our management company.
- If work is to be performed by homeowner (DIY), appropriate IRC permit(s) must be secured prior to the start of work and ARC site inspections, to assure HOA approved aesthetics, may be performed.
- Once the ARC receives the completed forms/documents, the ARC will then meet to review your request for approval.
- The ARC will complete the approval process as quickly as possible, but could take up to 45 days from this point.
- You may be contacted if questions arise or further information is needed.
- A site visit may, also, be performed for clarification if needed.

My signature acknowledges that I have completed the above form, understand it, and will comply with all requirements stated in this document.

Homeowner's Signature: _____ **Date:** _____

Print Name: _____

**VERO LAGO HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE (ARC)**

DISCLAIMER/RELEASE

Vero Lago Homeowners Association's Board of Directors, the ARC Members or their representative and the Management Company will not be held responsible for any landscaping or damage incurred by any homeowner's vendors/contractors pertaining to any installations made to said property.

If requested a copy of the building permit will be provided to the Property Management Company prior to the installation or construction to said property. Also, if requested, a copy of a signed County Inspection Approval will be provided upon completion.

At any time, the ARC, the Board of Directors of the Association and/or the Property Management Company may ask for some documents and has the right to demand that said installation and/or construction be removed immediately at owner's expense if said modification is not what was approved by the ARC, Board of Directors, or the Property Management Company.

Name (please print)

Signature

Address

Date

Lot # _____

VERO LAGO HOMEOWNERS ASSOCIATION HOMEOWNERS AFFIDAVIT

I have read, understand, and agree to abide by the Covenants and Restrictions of the Association. In return for approval, 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;
- Any encroachment(s);
- To comply with the conditions of acceptance (if any);
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and the modification shall be removed by the owner at the owner's expense.
- The Homeowner further acknowledges that drainage swales have been designed and established between homes (side yard) to carry storm water off the lot and to maintain positive drainage away from home. The Association shall not be responsible for any effect that any proposed landscaping installation may have on drainage. The applicant shall be responsible for all associated costs.
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration. The Homeowner is responsible for notifying the HOA Irrigation Contractor to make modifications to any irrigation system prior to work being initiated. Modifications required are at the Homeowner's expense.
- Homeowner assumes maintenance responsibility for any new landscaping.
- The homeowner is responsible for ensuring that all areas affected by the project construction (i.e. landscaping, irrigation, common areas, etc.) are restored to their original condition. The homeowner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the homeowner is responsible for all costs necessary for the HOA to properly restore the area.
- Homeowner is responsible for the maintenance of added structure(s) in accordance with our HOA covenants and accepted ARC standards.
- The Homeowner agrees that any loose construction materials, incomplete structures and/or non-secured parts of the completed structure(s) will be removed from the site, stored indoors, or otherwise secured during high winds or in the event a hurricane warning is issued.

I also understand that the ARC, HOA, or Board of Directors do not review and assume no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; or for performance, workmanship, or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Architectural Review Committee or Board of Directors. If the modification is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

The subject improvement(s) must be completed within six months of the approval date.

Date

Signature of Homeowner

**REQUEST FOR ARCHITECTURAL REVIEW
VERO LAGO HOMEOWNERS ASSOCIATION, INC.**

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Architectural Review Committee reserves the right to ask for additional information.

1. Fences

- a. Survey indicating the location with respect to the property lines and existing improvements.
- b. Type of fence including materials, height, drawings, color, finish and decorative style.
- c. Location and swing of gates.
- d. Proposed landscaping plan surrounding fence (if required, see 7 below).
- e. Fences must be BRONZE or WHITE in color with a height of 48" when finished

PLEASE REFER TO Declaration of Covenants, Conditions and Restrictions

2. Painting

- a. Identify colors including paint manufacturer, color name and color number.
- b. Provide paint color samples.
- c. Elevation of structure of area to be painted (elevation survey) identifying the location(s) of each paint color i.e. stucco color x, trim bands color y, door color z, etc.

3. Driveways/Concrete Patio Extensions

- a. Survey indicating location of proposed installation drawn on survey.
- b. Type of materials (driveways must be brick pavers).
- c. Provide color and pattern information, preferably samples.
- d. Items on attachment A (Security Deposit) required.

4. Screen enclosures

- a. Survey depicting location of proposed screen enclosure.
- b. Description of proposed type of screen enclosures.
- c. Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (e.g. mansard, gable or flat), location(s) of screen door(s) and accessories (e.g. kickplates).
- d. Plan and elevation views of screen enclosure. e. Identify colors including, as appropriate, colors for screening, aluminum framing, kickplates and glass.
- f. If concrete slab is required, items on Attachment A (Security Deposit) required.
- g. Screen enclosures must be BRONZE aluminum.

5. Pool Additions

- a. Survey depicting location of proposed pool on lot.
- b. Architectural rendering.
- c. Plans for fencing or screening (see 1 and 4 above).
- d. Identify pool deck type, color and pattern, preferably samples.
- e. Identify coping material and color, preferably samples.
- f. Plans for shrubs to conceal pool equipment.
- g. Items on Attachment A (Security Deposit) required.

6. Room Additions

- a. Survey depicting location of proposed addition on lot.
- b. Architectural drawings including plan and elevation views.
- c. Identify exterior paint colors including paint manufacturer, color name and color number.
- d. Provide roof color verification, preferably with sample. Roof material and color must match existing home.

7. Landscaping

- a. Survey depicting location of existing plantings with respect to property lines and existing improvements.
- b. Drawing illustrating placement of proposed landscaping (on survey submitted)
- c. Description of proposed landscaping including type, height and quality of planting materials.
- d. Some landscape additions that are major in scope may require items on Attachment A (Security Deposit).

8. Electrical Generator / in ground Propane Tank / Water Treatment Systems

- a. Survey depicting location of proposed generator and propane tank on lot.
- b. Plans for shrubs to conceal generator.
- c. Items on Attachment A (Security Deposit) required.

9. Other

- a. Shutters require description of type of shutters and color. (Brochure is helpful if available).
- b. Satellite dishes require details regarding size, color, type and location where dish will be mounted.

ATTACHMENT A

(Required for pools, patio extensions, generators/propane tanks, room additions, major landscaping, or other modifications as determined by the ARC)

1. A check in the amount of \$ _____, made payable to Vero Lago HOA, must be submitted with application. The total amount of the security deposit will be refunded after final inspection, minus an inspection fee or cost of damage repairs if needed.

2. Photos of the following areas:

- A. Front of home including sidewalk, driveway areas, and landscaping
- B. Both sides of home including all landscaping
- C. Rear of home including landscaping and areas that are being altered
- D. Lake Easement area and lake bank.

NOTE:

The Security Deposit up to a maximum of \$2000 is determined by the ARC. It is based on the individual project's scope of work and potential for property damage to Association maintained property. It will be returned to you, by the Management Company, after a final inspection by an Association representative or, if needed, a third party inspector following installation of approved addition. The cost of a needed third party inspector and/or any property damage repair will be deducted from the refund. Please allow a minimum of ten business days after final inspection for check to be returned.

**** Security Deposit Amounts:**

Generator/Propane Tank Installation	\$2000
Pool Installation	\$2000
Patio or Driveway Extension	\$1000
Fence Installation	\$500
Screen Enclosure w/ Patio Extension	\$1000
Screen Enclosure w/o Patio Extension	\$500
Landscaping	(depends on scope of work)

** This list includes most common projects that require a security deposit and may not be all inclusive. The ARC may require a security deposit based on the type and scope of your particular project.