

## **ARCHITECTURAL REVIEW BOARD**

### **APPROVAL PROCESS**

It is important that each homeowner read carefully the Declaration of Covenants, Conditions, and Restrictions provided at closing before submitting any request for approval of improvements.

The following is provided to assist you in submitting you request for approval to the Architectural Review Board for improvements you wish to make on you property. Upon receipt of all the necessary information (stated below), your request will be processed in the order it was received.

1. On a copy of your **FINAL BOUNDARY SURVEY** provided at closing, outline the exact location of such request, including exact dimension, type of material and any other pertinent information. If building an addition or screen enclosure, please include a picture or drawing showing elevations of structure.
2. Include on your boundary survey: your name, complete address, subdivision you live in, lot number, and daytime telephone number.
3. Mail your request and a check or money order payable to Property Management Systems, Inc., in the amount of \$35.00 to the attention of your Homeowners Association, c/o Property Management Systems, Inc., P.O. Box 1987, Yulee, Florida 32041-1987. Faxes will not be accepted.
4. All approvals or disapprovals from the Architectural Review Board will be in writing and returned through the U.S. Postal Service.

The Architectural Review Board is allowed thirty (30) days to process and approve or disapprove such requests as outlined in the Declaration of Covenants, Conditions, and Restrictions for each development.

## REQUEST FOR ARCHITECTURAL REVIEW

Date Submitted: \_\_\_\_\_ Home or Daytime Phone Number: \_\_\_\_\_

Property Name: \_\_\_\_\_ Lot/Unit # \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Blank lined paper with a faint 'SL' watermark in the center.

Mail To: Property Management Systems, Inc.  
P.O. BOX 1987  
Yulee, FL 32041-1987