

## *General Rules for Submitting an Architectural Modification Review Application Form*

Homeowners must sign and submit this application; **the application may not be submitted by your contractor/vendor on your behalf.** Upon receiving approval from the ARC, the management company, will notify the Guard Gate, which will allow contractors to access the community according to the approved timeframe. Once exhausted, an extension is required in writing by the homeowner.

### **Permit Lengths**

For approved applications, Homeowners will be granted the following amounts of time to complete the requested improvements/changes from the commencement of work:

<i>Approved for:</i>	<i>Timeframe</i>
Patio, Walkway or Driveway Modification	Five (5) days
Exterior Decorative Objects	Three (3) days
Landscape Lighting	Three (3) days
Garden Plots	Five (5) days
Play Equipment, Play Houses and Tree Houses	Five (5) days
Basketball Goal and/or Pole	Three (3) days
Private Pool	One hundred & twenty (120) days
Fencing	Five (5) days
Exterior Landscaping and Maintenance	Five (5) days
Exterior Painting	Five (5) days
Tree Removal	Three (3) days
Decks	Fourteen (14) days
Screen Enclosure/Porches	Five (5) days
Roof Shingle Replacement	Five (5) days
Rock or Artesian Well Installation	Three (3) days
Windows and/or Storm Doors	Five (5) days
Chimney Cap/Windscreen	Five (5) days
Satellite Dishes	Two (2) days
Temporary Storage/Dumpster	Seven (7) days

The ARC reviews applications electronically; however, the committee will meet as necessary to address any specific issue of a particular ARC application. Owners generally receive a response to their request within ten (10) days after submission of the application, provided all required documentation is included. However, as stated in the HHCCE DECLARATION OF COVENANTS, CONDITIONS, EASEMENTS and RESTRICTIONS, preliminary approval or disapproval of proposed improvements is required to occur within thirty (30) days from its receipt.

**Project Completion: It is the homeowner's responsibility to notify the management company and ARC upon project completion by sending an email with an attached photo(s) of the completed project to the email addresses below. The ARC will verify completion and ensure there was no property damage to common grounds, neighbor's property and/or streets.**

### **Signature**

By signing this form, the applicant accepts agrees to all the rules set forth above. This form may be signed electronically by simply retyping your name:

**Form Completed By (Please print)**

**Applicant's Signature**

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**Application and Rules for Roof & Shingle Replacement**

Date Submitted: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Type: \_\_\_\_\_  
Projected Start Date: \_\_\_\_\_ Projected End Date: \_\_\_\_\_  
Contractor Name\*: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

\* If Applicable. Otherwise, enter 'N/A'

Changing Color of Roof? \_\_\_\_\_

**Requirements**

Architectural singles or better are required.

Along with this form, please submit the following:

- A sample of the shingles (a photo or brochure is acceptable).
- The name of the manufacturer, grade of shingle, and product name/number.
- A photograph of your home, along with photos of both adjacent neighbors' homes; and
  - No Resident nor Vendor/Contractor shall be parked within the community streets overnight.
  - Dumpsters must be placed within the Homeowners property and not within the community streets; dumpster may be set on plywood within the Homeowners yard, if needed. If damage occurs to HOA common property, e.g., streets, the homeowners will be held accountable for repair.
  - Certificate of Liability Insurance from your contractor(s) require a minimum coverage of \$1,000,000
  - Before submitting, please verify that under the **Certificate Holder** field on Certificate of Liability Insurance form, the contractor has it read:

**HHCCE Home Owners Association 12495 Mission Hills Drive, Jacksonville, FL 32225**

**\*Homeowner is responsible to notify the HOA/ARC in writing, if there is a delay in material and/or labor that would delay an approved project requesting for an extension.\***

**Signature**

By signature of this form, the applicant attests to the truth and validity of the information provided herein, and agrees to rectify all violations of this application's guidelines. Applicant also accepts that they assume all financial liability not covered by any themselves and their contractors. This form may be signed electronically by simply retyping your name.

**Form Completed By (Please print)**

**Applicant's Signature**

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