

**MONTEREY SINGLE FAMILY VILLA NEIGHBORHOOD ASSOCIATION, INC.
ARCHITECTURAL REVIEW BOARD
REQUEST FOR MODIFICATION**

PAINT LANDSCAPING EXTERIOR CONSTRUCTION OTHER

I, _____, hereby request approval by the Architectural Review Board for the Proposed modification shown below for Lot _____ located at: _____

Owner Name: _____

Owner Address: _____

Owner Home Phone: _____ Owner Cell Phone: _____

Proposed Modification Description:

THE FOLLOWING MUST BE PROVIDED WITH EACH REQUEST:

- **DRAWING/SCHEMATIC SHOWING DIMENSIONS OF THE PROPOSED MODIFICATIONS.**
- **THE LOCATION OF THE MODIFICATION ON THE PROPERTY.**
- **COLOR SAMPLES, MANUFACTURER, COLOR NAME, FINISH, COLOR CODE OR NUMBER (NOTE: A 2'x2' paint sample may be required to be painted on side of house for observation by ARB).**
- **CERTIFICATE OF GENERAL LIABILITY INSURANCE AND WORKERS COMPENSATION "Listing" the Owner with Property Address as the Certificate Holder.**
- **CONTRACTOR NAME AND LICENSE of Installer doing the work.**

MONTEREY SINGLE FAMILY VILLA NEIGHBORHOOD ASSOC., INC. CONSTRUCTION STANDARDS

All exterior construction activity in the Monterey Single Family Villa Neighborhood Association must comply with the *Covenants and Restrictions* of the **Monterey Single Family Villa Neighborhood Association, Inc.** and **Monterey Master Owners Association, Inc.** The following summary is provided for convenience:

PRE-CONSTRUCTION After the Lot Owner has received ARB plan approval, the following requirements must be satisfied before site preparation, materials delivery or construction may commence.

Signs: General Contractor and Architect signs must be approved by the ARB. Signs must be no larger than four square feet and erected no closer than three feet to the road right of way. No sign may be attached to any tree. No subcontractor signs are permitted.

Permit: ARB approval does not preclude any requirement for building permits from the County Building Department or other applicable agencies.

Utilities: Location of all underground utilities should be obtained from the respective companies.

DURING CONSTRUCTION - Observation: The ARB may observe construction in progress to ensure compliance with approved plans, and, if appropriate, report permit or code violations to the County Building Inspector.

Burning: Fires are not permitted.

Trash Disposal: Owners and Contractors are responsible for control and removal of trash generated by construction activities. Care should be taken to prevent spillage in transit. A suitable trash dumpster is required to be placed 20 feet from the road. At the end of each workday, materials are to be stored neatly and trash placed in the dumpster. The sidewalk, curb and road in front of the construction site shall be kept free of dirt and debris. Contractors are responsible for repair of curb or sidewalk damage caused by trucks or other equipment.

Neighbors' Rights: All construction materials must be kept within the Owner's property lines. Use of adjoining properties for access or storage without written permission from the owners is prohibited.

Damage: Any damage to Monterey property shall be charged to the General (or principal) Contractor. Damage includes, but is not limited to, injury to property from mechanical equipment, vehicles, petroleum products and general or subcontractor employees.

Working Hours	Monday through Friday	7:00 a.m. to 7:00 p.m.
	Saturday	8:00 a.m. to 5:00 p.m.
	Sunday	No work

Speed Limit 25 miles per hour

Final Observation ARB observation and final approval are required before any deposits are returned. Refer to Sections 8.3 and 8.4 of the ARB Guidelines.

Upon approval of my request for this modification, I/WE will assume all liability for any damage incurred as a result of this modification as well as any additional maintenance costs that may be required by any and all governmental agencies for this modification. I/WE have read and understand the "CONSTRUCTION STANDARDS" for the Monterey Single Family Villa Neighborhood Association, Inc.

Owner(s) must be current on all HOA fees and assessments in order to receive approval. Accounts overdue more than 30 days will have approval withheld held until account is current.

Owner Signature(s): _____ **Date:** _____

Owner Signature(s): _____ **Date:** _____

**Return Request to: Wendy Weld / Sandcastle Community Management c/o Monterey SFV Neighborhood
E-mail: wendyw@sandcastlecm.com; Fax: (239) 593-4812**

The above request for modification to _____

at address _____ has been:

- APPROVED
- APPROVED WITH THE FOLLOWING CHANGES:
- DAMAGE DEPOSIT REQUIRED
- DISAPPROVED

By: _____ Date _____
ARB Signature

The ARB member signing above confirms that this ARB application has been approved by at least three ARB members during an open forum Monterey SFV Architectural Review Board Meeting.