

**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's Name: _____

Owner's Home Phone: _____ Owner's 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.

1. CONSTRUCTION DAMAGE DEPOSITS **(NOTE: upon review of the project, a \$1000 deposit from the builder and \$1000 deposit from the homeowner may be required, if the ARB has determined there is a risk that damage could be done to community property by the work performed by heavy equipment)**

2. WHEN REQUIRED, MAKE CHECKS PAYABLE TO: **MONTEREY SINGLE FAMILY VILLA NEIGHBORHOOD ASSOCIATION, INC.** Attach the above information to this form and return to the address below.

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.. I/WE understand this project shall begin within the next 60 days. **Projects should be completed within 180 days of commencement. If additional time is needed, (extensive interior/exterior renovation) please include justification with the Proposed Modification Description above.**

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's Signature(s): _____ Date: _____

CONSTRUCTION DAMAGE DEPOSIT (If Required): _____

Name _____ Date _____ Amount _____ Check # _____

Name _____ Date _____ Amount _____ Check # _____

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.

Deposits where required: When a damage deposit is required, deposit is \$1000.00 from the contractor and and \$1000 from the owner, to be included with submittal of plans for approval and shall indemnify the Association for damages to Association or neighboring lot property during construction. Owner or Contractor liability may exceed these deposits.

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.

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

ARB Meeting Date: _____

The above request for modification to Lot# _____ has been:

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

By: _____ ARB Signature _____ ARB Signature

By: _____ ARB Signature _____ ARB Signature

By: _____ ARB Signature _____ ARB Signature

DURING CONSTRUCTION

Observation: The ARB may observe construction in progress to insure 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.