

# Red Hawk Reserve Homeowners Association, Inc.

## ARC Approval Request Form

This request form is to be completed by the homeowner and submitted to the ARC for approval **BEFORE** any work commences. Please refer to your Declaration of Covenants, Conditions and Restrictions for information on the ARC. **\*All applications must have the Homeowners affidavit disclaimer/release PLUS vendor license and insurance attached. RED HAWK RESERVE MUST BE ADDED AS THE INSURANCE CERTIFICATE HOLDER. THIS INFORMATION MUST BE ISSUED DIRECTLY FROM THE INSURANCE AGENT.**

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### THIS SECTION TO BE COMPLETED BY HOMEOWNER

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### CIRCLE ALL APPLICABLE:

Repaint Exterior, Screen Enclosure, Pool, Landscape Change, Driveway, Gutters, Storm Shutters, Other:

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#### DETAILED DESCRIPTION:

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#### LOCATION:

**(Attach** a copy of a survey map, site plan with a suitable diagram showing where the addition/change is located)

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#### SPECIFICATIONS:

**All applications must include detailed copies of plans, diagrams or pictures of materials to be used, paint/material color sample(s), landscape drawings showing changes or additions, etc.  
Applications submitted without detailed specifications will not be reviewed.**

**All requests must conform to all local zoning and building regulations and include all necessary permits.**

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### SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE

REQUEST: Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_

BOARD MEMBER'S SIGNATURE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_ Please

#### Return and Email Completed Form To:

Red Hawk Reserve Homeowners Association, Inc.  
c/o Sunstate Association Management Group, Inc.  
P.O. Box 18809, Sarasota, FL 34276

Phone: 941-870-4920/Email: [teammember4@sunstatemanagement.com](mailto:teammember4@sunstatemanagement.com)

HOMEOWNER'S AFFIDAVIT  
DISCLAIMER/RELEASE

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:

- Construction must be complete within sixty (60) days from the start of construction;
- 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;
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yards) to carry storm water off the lot and to maintain positive drainage away from home. The Association and/or developer shall not be responsible for any effect that any proposed landscaping installation or construction may have on drainage. The applicant shall be responsible for all associated costs to restore drainage per original site survey;
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration;
- **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.**

All applications must have this affidavit disclaimer/release PLUS vendor license and insurance attached.

I also understand that the ARC does not review and assumes 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 Board 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homeowner

# Landscaping

## HOMEOWNER'S NOTICE OF RESPONSIBILITY/RELEASE

I agree and acknowledge that I, as the Owner of the Lot, shall exclusively be responsible for maintenance, replacement, and removal of the proposed landscaping and that the Association shall bear no obligation or responsibility associated with said landscape installation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homeowner

# Landscaping Checklist

Address \_\_\_\_\_ Lot # \_\_\_\_\_

	<u>Owner Initials</u>	<u>Manager's Initials</u>
ARC Request	_____	_____
Affidavit	_____	_____
Survey with Plant Locations	_____	_____
Plant List	_____	_____
Vender Insurance	_____	_____
Photo of Area	_____	_____

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## ASSOCIATION USE ONLY

Has this been approved in the past Yes\_\_\_ No\_\_\_

Location Previous Approval Lot #\_\_\_\_\_ Address:\_\_\_\_\_

Date: \_\_\_\_\_

Manager's Signature \_\_\_\_\_

# Fence Checklist

Address \_\_\_\_\_

Lot # \_\_\_\_\_

	<u>Owners Initials</u>	<u>Manager's Initials</u>
ARC Request	_____	_____
Affidavit	_____	_____
Survey with easement and Structure Location	_____	_____
Fence Elevation (Style)	_____	_____
Measurements Overall Dimensions	_____	_____
Vender Insurance	_____	_____
Photo of Area	_____	_____

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## **ASSOCIATION USE ONLY**

Has this been approved in the past Yes\_\_\_ No\_\_\_

Location of Previous Approval Lot # \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_

Manager's Signature \_\_\_\_\_