In order to clarify various issues, the ARC Committee is made changes to the ARC Application and have developed a new form to notify neighbors of a pending project. These changes are effective with any and all applications submitted after 4:00 PM on Friday, March 20, 2015 for any projects to be discussed at the April 23, 2015 meeting and future meetings.

There are two changes in the ARC Application.

First, there is clarifying language on Page 1 – Notification by Applicant to Neighbor(s) of Pending Project Form that replaces language indicating that the neighbor is approving an applicant’s application for a project. The By-Laws only indicate that adjacent neighbors be NOTIFIED of the project. This change provides advice to the Applicant of the means by which such notification can be made. Also, this change clarifies which neighbor(s) are to be notified by type of living unit.

Second, there is new language on Page 3 immediately below the Applicant’s Signature stating the that Applicant has read the appropriate Guidelines relating to the type of project, is agreeing to fully abide by such Guidelines, and that all of the requirements of the guidelines must be completed before any work on the project may begin.

The new form, Notification by Applicant to Neighbor(s) of Pending Project Form, advises the neighbor(s) that there is a pending project and how they can raise any issues regarding the project with the ARC Committee. This document allows the Applicant to notify up to four neighbors of the pending project.
Architectural Review Committee

Application Form for All ARC Submittals

(Approved by the HPGCC Board of Directors, Resolution #190, on May, 19, 2014, Rev 04-01-15)

APPLICANT: ___________________________ DATE: ___________________________

ADDRESS: ___________________________________________ HOME PHONE: __________

E-MAIL: ________________________________________________ CELL PHONE: ______________

Check Type of Project(s):
[    ] Guidelines for Residence Tear-Downs, Rebuilding or Changing Height/Footprint
[    ] Painting of a Living Unit Exterior
[    ] Add or Replace Hurricane Shutters to Residence
[    ] Landscaping Additions or Removals including Tree Removal/Replacement
[    ] Miscellaneous projects, i.e., replace roof, replace windows, replace pavers or concrete, etc.

Check Appropriate Ownership:
[    ] Terrace Unit Owner; [    ] Veranda Unit Owner; [    ] Villa Unit Owner; [    ] Single Family House Owner

PROJECT SUMMARY: ___________________________________________________________________
_________________________________________________________________________________

*If you reside in a Terrace, Veranda or Villa Unit, please provide the following neighborhood association approval information:

1. Association Name:_______________________________________________________________
2. Signature of Association President’s Approval:____________________________
3. Printed Signature Name and Telephone: ________________________________________
4. Date of Approval: ____________________________

Notification by Applicant to Neighbor(s) of Pending Project Form: In accordance with Section 6.3 (A) of the By Laws, notification is necessary to advise neighbor(s) of the pending project. The notification can be accomplished by presenting the attached Form to the neighbor(s) for their signature, sending a Certified letter to the neighbor(s) with a Return Receipt Requested as proof, or receiving an email or other letter from the neighbor that they have been notified. An adjacent neighbor means on either side of Villas and Single Family units and also above and below for Verandas and Terraces. The Form also advises Neighbor(s) how they can present concerns to the project.

1.0 General Information Required on all Applications:

1.1 All Applications must be signed and dated by the Applicant/Owner.

1.2 All Applications must be submitted to HPGCC administrative office by: **4:00 p.m. on the FRIDAY before the regularly scheduled ARC Meeting, which are usually held on the last Thursday of a month.**

1.3 All projects must include current copies of the contractor’s local or state licenses and certificates of the contractor’s insurance for liability and workman’s compensation clearly showing the date(s) of such validity through the completion of the project.
2.0 **All projects must include:** A minimum of **two 4” x 6” photographs** of existing conditions as noted below to better describe the following project(s) for the ARC’s review. Additional photographs are acceptable as necessary to better explain the intent of your project(s).

3.0 **Guidelines for Tear-Downs, Rebuilding or Changing the Height or Footprint of Living Units:**
All applications for this type of project, including pool cages, should be completed and submitted for approval according to the ARC Guidelines as referenced in **Appendix A**, which is attached for additional requirements.

4.0 **Painting of the Exterior of a Living Unit:**
   4.1 Provide a 4” x 6” photo of the existing front and one side elevation of the house.
   4.2 Select a color scheme from the color book of paint suggestions from the HP Administration Office and provide a color sample from the paint manufacturer for each in the rectangles below.
   4.3 The ARC may approve alternative colors on a project by project basis if there is a slight variation from the colors shown in approved color book.

   **House Color:** Paint Mfr.____________  Color No.________  Name____________

   **Trim Color:**  Paint Mfr.____________  Color No.________  Name____________

   **Front Door:**  Paint Mfr.____________  Color No.________  Name____________

   **Garage Door:**  Paint Mfr.____________  Color No.________  Name____________

   **House Color Sample**

   **Trim Color Sample**

   **Front Door Color Sample**

   **Garage Door Color Sample**
5.0 **Add or Replace Hurricane Shutter Guidelines and Rules:**
   See ARC Guidelines for this section as shown in Appendix B.

6.0 **Landscape Changes:**
   See ARC Guidelines for the processes regarding approval for Landscape Changes including tree maintenance, tree removal, tree replacement, and hedges. Shrub changes or additional shrub plantings do not need ARC approval.

7.0 **Miscellaneous Changes:**
   See ARC Guidelines for requirements regarding Miscellaneous Changes.

8.0 **Applicant’s Signature:**

   I have read the appropriate Guidelines relating to the Application and agree to fully abide by such Guidelines and the decision of the ARC Committee. Further, ALL of the requirements as outlined in the Guidelines MUST be completed BEFORE any work on the project may begin.

   Estimated Start Date: ___________________ Estimated Completion Date: ___________________

   Owner’s residence during the project: ___________________ Phone Contact: ______________

   *NOTE: By signing this application, the Owner agrees to allow HPGCC staff and/or ARC members to have access to said property for review of existing and completed conditions of the project.

9.0 **Name of Contractor:**

   Florida License No. to perform the work: ___________________

   Contractor’s Address: ___________________________________________

   Contractor’s Phone No.: ___________________

   Expiration date of Contractor’s current insurance certificate: ___________________

   Expiration date of Contractor’s current workman’s comp certificate: ___________________

   **WHEN COMPLETE, PLEASE RETURN THIS APPLICATION TO THE HP ADMINISTRATION OFFICE**

   ARC Approved: ___________________ Date of Approval: ______________

   ARC Not Approved: ___________________ Date of Non Approval: ______________

   Reason(s) for Non-Approval: __________________________________________

   ____________________________________________________________________

ARC Application—Page 3 of 3
ARCHITECTURAL REVIEW COMMITTEE
NOTIFICATION BY APPLICANT TO NEIGHBOR(S)** OF PENDING PROJECT

Meeting Date: ____________________________ Date: ________________

Applicant: ___________________________________________ Date: ________________

Address: ____________________________________________ is requesting ARC approval for

( ) Painting ( ) Landscaping ( ) Structural ( ) Miscellaneous ( ) Hurricane Shutters.

Your signature noted below only indicates that you have been advised of the pending project and that you have several alternatives (as noted below) to voice any concerns and/or issues prior to any approval or denial by the ARC Committee.

If you have any questions or issues with the Application, you may: 1.) attend the ARC Committee to be held on the date noted above, to voice any concerns, 2.) submit a letter outlining such concerns or objections, or 3.) telephone in during the meeting. If you prefer to telephone in during the meeting, please contact Jill Burchetta at 239.278.9090, ext.129 to notify her of your intentions.

All meetings are held in the Club Library on the fourth Thursday of each month and begin at 4:00 PM. For those calling into the meeting - Dial the Audio Conference TF Access Number: 1.877.658.5107. When prompted enter Participant Pin Code: 173154#. (For the Host - please dial the number on the phone and enter the password 8337675#.)

Neighbor: ____________________________________________ Date: ________________

Address: ________________________________________________________________________________

** For Villas and Single Family units, neighbor is each side of the unit. For Verandas and Terraces, neighbor is each side of and above and/or below the unit.

ARCHITECTURAL REVIEW COMMITTEE
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