

EAGLES RESERVE HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CHANGE APPLICATION

**Notice: Starting a project prior to receiving written approval may result in fines.**

To: Eagles Reserve HOA

Phone: 727 726 8000

c/o Ameri-Tech Community Management, Inc

Fax: 727 723 7307

24701 US Hwy 19 North Suite 102  
Clearwater, Florida 33763

From: \_\_\_\_\_

Home phone: \_\_\_\_\_

Address: \_\_\_\_\_

Work phone: \_\_\_\_\_

**Directions:**

The Declaration of Covenants requires that you submit to the Architectural Review Committee for approval of all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Architectural Review Committee, your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). **Note that since 2007 the HOA Board of Directors has acted as the Architectural Review Committee.**

Description of Proposed Change:

(Please print or type) **This section must be completed in order to process.**

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, copy of survey with the location of the modification marked, etc. to fully describe the proposed change.

Neighbors' Acknowledgments:

You are requested to obtain the signatures of the property owners who will be most affected by the proposed change. Signature by your neighbors indicates an awareness of your proposed change and does not constitute approval or disapproval on their part.

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**Approval Process:**

- 1. Your architectural change application must be submitted to the Board of Directors c/o Ameri-Tech Management 14 days in advance of the regularly scheduled Board Meeting. ( Monthly 2<sup>nd</sup> Tuesday)**

Owners Acknowledgments:

I/we understand and agree:

1. ...that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. ... that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. ... that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. ... that no work on the proposed change shall begin until written approval of the Committee has been received by me; that, if work is begun prior to approval, I will be subject to a fine of \$100, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. ... that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.
6. ... that the homeowner, either directly or through the use of a contractor, is responsible for obtaining any permits or licenses required to complete the described project.
7. ... that the HOA will be held harmless from any claims arising out of injury or damage caused as a direct result of the work performed on the above described project.
8. ... that approved changes, once implemented, normally become the home owners maintenance responsibility and do not automatically become a maintenance liability of the HOA.

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_

Co-Owner/Applicant Signature: \_\_\_\_\_ Date \_\_\_\_

Required Attachments:

Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials and a copy of the survey with the location marked).

FOR COMMITTEE USE ONLY:

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

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Not Considered (application not complete): \_\_\_\_\_

Approval of the proposed change is subject to the following (if not, mark N/A): \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_