

**ASSOCIATION OF EDGEWATER LANDING OWNERS, INC.**  
**ARCHITECTURAL CONTROL COMMITTEE (ACC)**  
**POLICIES AND PROCEDURES**

**POLICY:**

The Architectural Control Committee (ACC) is charged by the Edgewater Landing Declaration of Covenants and By-Laws to approve the installation of homes (residences), including appurtenances, and all exterior changes to property to ensure compliance with established community standards.

**STRUCTURE:**

The ACC is an established standing committee composed of not less than three (3) or more than five (5) persons. The chairperson is appointed annually by the President of the Board of Directors. The chairperson selects committee members. A member of the Board of Directors will act as an ex-officio member of the Committee.

**SCOPE AND AUTHORITY:**

The ACC has the responsibility and the power to review and approve or disapprove architectural submissions, which encompass but are not limited to:

1. All building plans and specifications for new, replacement or used residential structures and appurtenances.
2. Any additions or alterations to the exterior of existing residences.
3. All exterior colors prior to painting, staining or any other change of color to the exterior of residences, structures and appurtenances.
4. The design, height and location of all other exterior improvements of every kind and nature located on each lot.
5. A lot shall include property that the lot owner is responsible for such as the city-owned land between the property line and the street for the purpose of approving driveways. The ACC shall otherwise not approve projects outside the residential boundaries.

**CONDUCT AND REPORTS:**

The ACC must comply with the notices and meeting procedures required of the Board of Directors and it must have a quorum consisting of a majority in order to conduct an official meeting. The ACC will process applications for proposed structures and improvements to insure their conformance to established standards, as set forth in the Covenants that maintain a unified scheme of style, color and material within the community development. The ACC will strive, in the spirit of good will and cooperation, to work closely with the applicant to resolve any disputed architectural issues. The purpose and existence of the ACC will be communicated from time to time to all residents of the Association via appropriate media. The Chairperson will report monthly to the Board of Directors. The ACC shall ensure that a permanent file is maintained of all applications and related documents. The Chairperson will maintain records and files as directed by the Board of Directors.

**DEFINITION:**

A home (residence) must meet the requirements and definitions of the Code of Ordinances, City of Edgewater Florida, Chapter 21 - Land Development Code.

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SECTION 1 – PROCEDURES, GUIDELINES AND STANDARDS FOR THE INSTALLATION OF HOMES (RESIDENCES)  
INCLUDING APPURTENANCES:

PROCEDURES:

1. Lot owners seeking approval for installation of a home and appurtenances must complete Application: Request for Home Construction Approval (see Appendix A) and submit it to the ACC with the required plans, documents, and other requested information.
2. A home with respect to installation shall include a new, replacement or used home. Used homes to be installed must meet current building code requirements and be in like-new condition.
3. ACC will review the application and will respond with written notification within 30 calendar days of receipt of the application and all other required documents.
4. In the case of a dispute, the lot owner has the right to appeal the Committee's decision to the Board of Directors, in writing, within ninety (90) days of the decision, and at least two (2) weeks prior to a scheduled meeting of the Board.
5. Construction is to begin within six (6) months of approval and the project must be completed within six (6) months following the initial ground breaking.
6. During construction and upon completion, the ACC reserves the right of inspection to assure compliance with the approved application.
7. The Association, the Board of Directors or any ACC member bears no responsibility for ensuring the structural integrity of approved construction or modifications, compliance with all building codes and other governmental requirements or the value of any improvement. It is the responsibility of the lot owner that all work including materials meet current local, state and federal code requirements and that proper work permits are secured. Work (completed or in progress) that is not in accordance with the Application, or for which there is no approved application, is subject to disapproval and possible violation.

GUIDELINES:

1. Changes in the grade of lots are not permitted if such changes affect the direction of storm water runoff.
2. Removal of live trees on lots must conform to City Ordinances.
3. No fences are permitted on any lot. Dog runs will be considered fences for purposes of this section.
4. No docks may be constructed on individual lots.
5. Any lot owner shall be considered in violation of the Covenants, and subject to a possible violation if the owner:
  - a. Initiates installation of a home without a completed ACC approved application, or
  - b. Installs a home that is not in conformance with the completed ACC approved application or with ACC Policies and Procedures. The home and appurtenances shall then be subject to removal or correction by the owner at the discretion of the Board of Directors and at the expense of the owner.

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STANDARDS:

All home construction (new, replacement or used) shall conform to the standards established in the community of Edgewater Landing. The ACC is responsible for approving or disapproving applications for such construction according to these standards. The owner and contractor(s) are responsible for adhering to these standards and government regulations during construction and installation.

1. All homes shall be at least 25 feet in the shortest dimension (not height) with a minimum of 1,000 square feet of living space. The home shall meet the most current federal, state and local requirements, including HUD and local building codes. The roof shall be of gable design, except where single-slope roofs are necessary for small home extensions, and shall conform to current building code for single story homes. The exterior shall be siding of a standard pastel color with the finish that is consistent with the other structures in Edgewater Landing. Each home will be constructed with either an attached carport and shed or a garage. No unattached structures shall be erected.
2. The location of the site for the concrete pad to support the home shall first be tested for adequate water percolation to determine that the water table is sufficiently below grade to ensure that water does not stand on the pad below the home after installation. Impervious soil and all organic muck shall be removed and replaced with clean pervious fill to provide drainage as necessary.
3. Sufficient concrete block piers shall be installed between the manufactured home "I" beams and the concrete pad as required by the most recent manufacturer's installation manual to ensure support so that settling or "racking" does not occur. Shims shall be used to ensure each pier supports its load and provides a level home. Piers shall be installed on either side below each door to the home to avoid racking of the door frame. The footing pad and piers shall follow the most recent home manufacturers and HUD specifications. Tie downs, concrete pad and concrete pier supports shall be installed according to the latest HUD standards and the manufacturer's recommendations for wind loads in this area.
4. Homes will be built or installed with a crawl space below the floor supports and will be provided with an access opening. A mortared concrete block wall shall be installed between the concrete pad, if used, and the manufactured home floor support beams so that the entire circumference of the home is bordered by the block wall except for the access opening. All blocks shall be mortared. No voids are permitted. If a concrete pad is not used for installation of a manufactured home, an adequate concrete footing will be installed around the perimeter to serve as a base for the required block skirting. Vent openings shall be provided in the concrete block skirting or foundation at least every 6 feet below the home floor beam, or as recommended by the home manufacturer installation manual. Siding matching that of the home shall be installed over the concrete block skirting continuing from the floor level as delivered by the manufacturer to a point 2-4 inches below the bottom of the vent openings. Each vent opening shall be at least 128 square inches. An aluminum vent 8" x 16" with screen insect barrier, shall be installed over these openings after wall siding has been applied.
5. Clean permeable fill shall be backfilled to a level four to six inches below the siding, as extended in item 4 above. The fill or soil after landscaping shall not contact the siding at any point. The fill shall be contoured so as to provide drainage away from the home at all points, and shall not create a storm water problem at any adjacent properties. All drainage shall be channeled to existing storm water drainage systems. Any alteration of existing storm water structures or increase in flows as a result of new construction must be corrected by the owner and contractor after determining the effect this storm water runoff has on adjoining properties and offering a plan for remediation.

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6. All walks and driveways shall be concrete reinforced with steel wire or properly installed pavers in accordance with commercial standards. All home entrances shall have concrete steps and walks connecting to the front entrance and driveway. Walks shall have expansion joints at minimum intervals of four linear feet (4'). Driveway expansion joints shall be provided for every driveway section of six hundred square feet (600 sq. ft.)
7. All lots shall be landscaped using species native to the area and as commonly used throughout Edgewater Landing. Grass areas shall be sodded with St. Augustine grass or 'Florida friendly landscaping' and provided with an automatic irrigation system. For the sake of community appearance and continuity, St Augustine grass is commonly used throughout Edgewater Landing and is the recommended product. Total open space including landscaping and sodded areas shall be a minimum of 35% in conformance with the covenants.
8. Decorative shutters shall be installed at all windows where possible.
9. Each home must have a street lamp in the front (street side) of the property in line with lamps of other properties. It shall be mounted on top of a 3" diameter black plastic pipe approximately 60" tall from ground level. The lamp design shall be rectangular, measuring from no less than 7" wide by 11" tall (excluding smaller size cap), up to about 8.5" wide by 13" tall and be of non-rusting materials and approximate the look of most street lamps in the development. Depending on local availability, the ACC may accept designs that in their opinion come closest to the above parameters.
10. The light source for the Street Lamps in Item 10 above may be incandescent, fluorescent (CFL) or light emitting diode (LED). Light output in any case will be a minimum of 60 watts for incandescent or 800 lumens for fluorescent or light emitting diode lamps. Dawn to dusk sensors must be installed.
11. The Request for Home Construction Approval application (Attachment 1) shall apply only to the initial installation of the home, carport, attached shed, garage, sunroom, water pumps and concrete work. All other changes, additions or repairs are to be submitted for approval using the Request for Exterior Property Change Project (Attachment 2), including carport, garage, attached shed, sunroom, water pumps, concrete, TV and radio antennas, lattice work, landscaping bulkheads, portable storage units, etc.

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SECTION 2 – PROCEDURES, GUIDELINES AND STANDARDS FOR MODIFICATIONS OR ADDITIONS TO A HOME OR LOT:

PROCEDURES:

Lot owners seeking approval for modifications or additions must complete Part I of the Request for Exterior Property Change Project (Attachment 2) and submit it to the ACC with the required plans, documents, etc.

1. The ACC will take action on the request promptly and should meet with the homeowner, if possible and appropriate, at the application address before approval or rejection of Part I. The application will normally be approved or rejected and given to the homeowner within fourteen (14) days of the meeting.
2. In the case of a dispute, the lot owner has the right to appeal the Committee's decision to the Board of Directors, in writing, within ninety (90) days of the decision, and at least two (2) weeks prior to a scheduled meeting of the Board.
3. Work, per the application, must be started within sixty (60) days of final approval and must be completed within six (6) months. If work is not started within sixty (60) days, the ACC must be notified and a new application may be required.
4. Once the project is completed, the lot owner will, within fourteen (14) days, notify the ACC for final review and disposition. Said disposition will be an examination and final approval signed off by two ACC members after certification of compliance by the homeowner.
5. The Association, the Board of Directors or any ACC member will not be held liable for any injury, damage or loss arising from any approved construction or modification to any lot.
6. The Association, the Board of Directors or any ACC member bears no responsibility for ensuring the structural integrity of approved construction or modifications, compliance with all building codes and other governmental requirements or the value of any improvement. The Association, the Board of Directors or any ACC member will not be held liable for any injury, damage or loss arising from any approved construction or modification to any lot. It shall be the responsibility of the lot owner that all such work including materials meet current local, state and federal code requirements and that proper work permits are secured. However, the ACC has the authority to disapprove applications wherein the intended work is known not to meet code requirements. Work (completed or in progress) that is not in accordance with the application, or with current code requirements or for which there is no approved application is subject to disapproval and possible violation.

GUIDELINES:

1. Approval is required to repaint the exterior of a structure in accordance with the originally approved color scheme or to rebuild/repair a structure in accordance with originally approved plans and specifications. All other exterior changes to existing design, color, structure/etc. require ACC approval as well. A color chip depicting the actual color change must be submitted to the ACC with the application for change. A larger color specimen may be required to assess the true color or shading.
2. Planting of flowers, shrubs or ornamental trees does not require ACC approval.
3. Changes in the grade of lots are not permitted, if such changes affect the direction of storm water runoff unless approved by an appropriate government agency.
4. No fences are permitted on any lot. Dog runs will be considered fences for purposes of this section.
5. No docks may be constructed on individual lots.

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6. Any lot owner shall be considered in violation of the covenants, if the owner:
  - a. Initiates an exterior property change without a completed, ACC approved application, or
  - b. Makes an exterior property change that is not in accordance with the completed, approved ACC application or ACC policies and procedures. The exterior property change shall then be subject to removal and restoration or correction by the owner, at the discretion of the Board of Directors, and at the expense of the owner.
7. No structures shall be placed within an area of the lot designated on the plot plan as a Natural Area.
8. Each home must have a street lamp in the front (street side) of the property in line with lamps of other properties. It shall be mounted on top of a 3" diameter black plastic pipe approximately 60" tall from the ground level. The lamp design shall be rectangular, measuring from no less than 7" wide by 11" tall (excluding cap), up to about 8.5" wide by 13" tall and be of non-rusting materials and approximate the look of most street lamps in the development. Depending on local availability, the ACC may accept designs that in their opinion come closest to the above parameters.
9. The light source for Street Lamps in Item 9 above may be incandescent, fluorescent (CFL) or light emitting diode (LED) lamps. Light output in any case will be 60 watts for incandescent or 800 lumens for fluorescent (CFL) or light emitting diode (LED) lamps. Dusk to dawn sensors are to be installed.
10. The ACC has the authority to control overall size, design, color and placement of lattice and similar material on private lots. Lattice shall be used exclusively for minor decorative purposes and/or as in 15(d) of these guidelines. Lattice shall be large holed and be white or match the color of the main portion of the house. Lattice may not be used as a privacy enclosure, windbreak, etc. or in lieu of commonly used construction material. Approval for the replacement, extension and/or repair of existing lattice installations that do not meet the limitations of this guideline will be denied.
11. Storage units are defined to mean sheds, bins, containers, etc., and include both permanent construction and portable or prefabricated units (referred herein as non-permanent units), even if set on foundations.
  - a. Permanent construction shall have exterior wall siding the same color and design as the residence. It shall be attached to the residence with a design and location that is acceptable to the ACC and in conformance with governmental building codes.
  - b. Approval applications shall be submitted for all permanent construction and non-permanent units that exceed these dimensions: 36 inches high, 36 inches long and 30 inches wide.
  - c. Non-permanent units shall not exceed these dimensions: 78 inches high, 72 inches long and 60 inches wide. Such units shall either match the color of the residential siding or be in "natural tones" that fit in with the landscaping. These units may not be constructed of metals that corrode.
  - d. In general, non-permanent units shall be limited to no more than two. They shall only be located next to the sides or rear of the residence (including attached permanent shed) and shall not be placed out in the yard away from the house. The ACC has the authority to limit the unit size or disapprove locations for esthetic reasons; and to require planting and continued maintenance of vegetation to soften and minimize the visual effect of a storage unit.

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12. TV, video and radio antennas, including satellite dish, aerial and mast installations are allowed on a restricted basis as outlined in the following paragraph. However, restrictions must not contravene FCC regulations. In the event that such regulations change with respect to designs and types of antennas that must be allowed on residential lots, the ACC approval criteria shall be for the least obtrusive designs and smallest practical sizes available. TOWERS OF ANY TYPE ARE NOT PERMITTED.
  - a. Amateur radio vertical antennas or aerials must not exceed a height of 35 feet above ground level or a maximum diameter base of 2 inches. Wire antennas cannot exceed #14 AWG standard copper wire and must be suspended from existing structures or trees as unobtrusively as possible. TOWERS OF ANY TYPE ARE NOT PERMITTED.
13. The ACC has the authority to approve replacement roofing. In an effort to preserve the original look and feel of the community, the ACC recommends the use of shingles. The choice is up to the homeowner to consider costs and maintenance of each concept.
14. An owner may install an access ramp to accommodate an occupant of his/her residence who has a medical or physical disability that requires such access. An application must be submitted to the ACC prior to construction. ACC approval of an access ramp shall be reasonably based upon the necessity, location, design and community surroundings. As a condition of approval, the ACC may require modifications to the design to achieve architectural consistency within the community.
  - a. The ACC may require that the ramp be painted or that construction materials be different than requested, if the access ramp is expected to be permanent. Permanent shall mean a ramp that is expected to be in existence more than six (6) months.
  - b. The ACC may delegate approval authority to designated residents who supervise and/or erect ramps that meet normal community design standards, but are expected to be in place less than six (6) months, (temporary ramps).
  - c. If a ramp previously approved as temporary is in place for more than six (6) months, the ACC may require that the ramp be painted and/or modified.
  - d. The owner shall remove access ramps that are no longer necessary for disability reasons, unless approval has been given by the ACC for a permanent structure that cannot be disassembled, such as poured concrete.
15. Other miscellaneous structures are subject to ACC approval.
  - a. Sidewalk, driveway and patio additions. Such construction must conform to building codes. If a deck is installed, safety rails are required as per current building code.
  - b. Bulkheads of any construction, lighthouses, fountains, miniature railroads, etc.
  - c. And all other manmade structures of every kind and nature that present more than incidental dimensions in height and/or area.
  - d. Vinyl/or lattice screening is allowed to screen air conditioning pits. Said lattice shall not exceed 12" above the top of the A/C heat pump, or 36" above ground level for below grade units, whichever is taller. Lattice shall be large holed and be white or match the color of the main portion of the house. Framing is recommended for this type of installation.
16. No structures shall be permitted within eight (8) feet of the high-water mark of any of the lakes.
17. Structures including concrete work on residential lots may not exceed sixty-five percent (65%) of total lot area. That is, lots must have at least thirty-five percent (35%) open space dedicated to vegetation.

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18. Suggested emergency storm preparedness actions include:
  - a. Use of whole home auxiliary generators with compatible underground fuel sources only are allowed provided installation is authorized by the ACC and all required permitting and inspection by the City of Edgewater, and any other required government agency, is thoroughly followed.
  - b. Generators can also be portable in design but must be stored out of sight when not in use. Up to 25 gallons of fuel, for portable units, can be stored in approved containers, again out of sight. Operation of portable units is not allowed between 11:00 PM and 7:00 AM unless necessary for medical support. Consideration for neighbors is important with regard to noise and exhaust. Generators will not be run in a closed environment and will not be used when normal power is available, except for maintenance purposes.
  - c. Carport tie downs are acceptable for use in Edgewater Landing. Suggest tie downs be galvanized or stainless steel and designed to allow easy installation and removal. . No warning devices (banners, flags, etc.) are allowed on the cables. A reflective strip, no longer than 18 inches, is allowed on center cables of double carport or garage driveways only. Removal of tie downs is suggested when storm threats have passed.
  - d. Most types of window protection are acceptable in Edgewater Landing. Use of the protective film is recommended for those residents planning extended absence during April thru November. Permanent protective devices such as awnings or shutters should be opened as soon as practical after a storm threat has passed. Temporary protection (plywood, corrugated plastic, etc.) may be put in place in anticipation of a storm threat and should be removed when threat has passed. ACC approval is necessary for the above.
19. Solar Collectors for water heating or power generation are allowed on roof tops. The location of these collectors will be planned to obtain maximum efficiency and yet be pleasing to the eye from street level. Only commercially available units are allowed and installation is to be done by duly licensed personnel.
20. The City of Edgewater requires the following minimum property line offsets for structures (including patios, flag poles, signs, arbors, etc.) excluding roof overhang: 25-ft measured from the pavement side of the curb in front; 10-ft from rear; 8-ft on sides. No driveway shall be closer than 5-ft to any lot line or encroach into any side or rear easement. Maximum height for residential structures is 15 feet as measured from the required minimum finished floor elevation to the highest point of the roof. The owner is responsible to verify/confirm offset minimums with the City of Edgewater. These standards and other Edgewater Landing requirements may differ from City, County, State and Federal standards.
21. Flagpoles may be no taller than 20' and may respectfully display one official United States flag, not larger than 4 1/2 feet by 6 feet. (See Florida Statute 720.304 for additional allowances and restrictions.)



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Attachment 1: Request for Home (Residence) Construction Approval (Page 1)

**Instructions:** Fill out this application completely. If additional space is needed, use another sheet. Submit all documents requested. Applies to the installation of new, replacement or used homes.

Name: \_\_\_\_\_ Date Filed: \_\_\_\_\_

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

Tel. # (home) \_\_\_\_\_ (work) \_\_\_\_\_ (Fax) \_\_\_\_\_ (email) \_\_\_\_\_

Edgewater Landing Home:

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

Mfg. Name: \_\_\_\_\_ Model: \_\_\_\_\_

Approx. Construction Start Date: \_\_\_\_\_ Approx. Occupancy Date: \_\_\_\_\_

**All documents must be received before approval can be given.**

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- \_\_\_1. Detail design plan with home, including all dimensions and clearances.
  - \_\_\_2. Preliminary landscaping plan, including attached structures and concrete work (include all dimensions) and outside colors selected.
  - \_\_\_3. Licensed Contractor who will perform the installation (include address and telephone number).

COMMENTS:

I hereby confirm that I have read the Edgewater Landing Covenants and Bylaws and the Policies and Procedures of the E.L. Architectural Control Committee and that I am familiar with the requirements contained therein regarding the installation of a home (residence) in Edgewater Landing.

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

**Return documents to: E.L. Architectural Control Committee, 601 Homeport Terrace, Edgewater, FL 32141**

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Architectural Control Committee use only Date Received: \_\_\_\_\_

All documents received: Yes \_\_\_ No \_\_\_ Still needed: \_\_\_\_\_

APPROVED       DISAPPROVED      ACC Remarks:

Presiding Committee Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 1 of the ACC Policies and Procedures, "Procedure and Guidelines for the Installation of New Homes (Residences) Including Appurtenances" should be used as a reference by the installer.**

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Attachment 1: Request for Home (Residence) Construction Approval (Page 2)

*The Association, the Board of Directors or any ACC member bears no responsibility for ensuring the structural integrity of approved construction or modifications, compliance with all building codes and other governmental requirements or the value of any improvement. It is the responsibility of the lot owner that all work and materials meet current local, state and federal code requirements and that proper permits are secured.*

**Upon COMPLETION of the installation of the home, the lot owner will print and sign their name below and return this application to an ACC member or the Homeport address above. This form, when completed, is an Association record and will be filed and maintained per the Administrative Committee P&P.**

I (print name) \_\_\_\_\_, the lot owner, certify that this completed project complies with my original declaration above, including modification and/or clarification by the ACC, and as approved by the ACC.

Lot Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected and approved by: ACC Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ACC Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Attachment 2: Request for Exterior Property Change Project Approval

PART1 - OWNER'S DECLARATION

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

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

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

Description of proposed exterior changes/modifications/etc.: (Include location, dimensions including height, drawings, specifications, materials, color and plot plans including distances from property lines as may be required.)

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You may use the back side of this application to add additional information, or attach additional pages.

*Final approval is subject to the applicant obtaining all necessary permits required by the City of Edgewater and abiding by codes. A copy of the approved request will be posted visibly at/near the change location. The Association, the Board of Directors or any ACC member bears no responsibility for ensuring the structural integrity of approved construction or modifications, compliance with all building codes and other governmental requirements or the value of any improvement. It is the responsibility of the lot owner that all work and materials meet current local, state and federal code requirements and that proper permits are secured.*

APPROVED       DISAPPROVED      ACC Remarks:

Presiding Committee Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\***APPLICANT - DO NOT WRITE BELOW THIS LINE UNTIL COMPLETION OF PROJECT**\*\*\*\*\*

This form, when completed, is an Association record and will be filed and maintained per the Administrative Committee P&P.

PART 2 - OWNER'S COMPLIANCE

I (print name) \_\_\_\_\_, the lot owner, certify that this completed project complies with my original declaration above, including modification and/or clarification by the ACC, and as approved by the ACC.

Lot Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected and approved by:      ACC Member Signature: \_\_\_\_\_      Date: \_\_\_\_\_

ACC Member Signature: \_\_\_\_\_      Date: \_\_\_\_\_