

ARCHITECTURAL REVIEW COMMITTEE

ONE APPLICATION PER IMPROVEMENT

Date Received _____

Each ARC application must include an original copy of this form signed by the homeowner(s). A detailed description must be written below, and all supporting documentation needs to be included with this application. If the application is missing any of the supporting documentation, it will be rejected.

You are required to submit sufficient details to convey the nature, shape, dimensions, materials, layout, color, and location of improvements. Your survey, detail drawings, additional plans, and specifications shall be submitted. It is the sole responsibility of the property owner to have all supporting materials prepared by qualified individuals. You must provide a copy of the Contractor's license and insurance.

Disclaimer: The ARC does not include any assessment of the structural integrity of any proposed improvement, nor does it advise anyone in matters of construction. Approvals by ARC do not guarantee that any such application or supporting materials will be sufficient to draw city or state permits for the proposed improvement. If a permit is needed, once obtained, a copy must be sent to Management prior to the work commencing. If the permit is not submitted to Management, the ARC in its' sole discretion, can revoke the approval. The homeowner understands fully that he/she will assume all responsibility and cost for any addition, alterations and or change orders, as well as future upkeep.

Please check the appropriate item below for which you are seeking approval. **One application per improvement.** Deposit fee required.

- | | | | | |
|---|---------------------------------------|---------------------------------------|---|---|
| <input type="checkbox"/> Pool | <input type="checkbox"/> Deck / Patio | <input type="checkbox"/> Landscape | <input type="checkbox"/> Tree Removal/Rep | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Fencing / Railings | <input type="checkbox"/> Painting | <input type="checkbox"/> HVAC | <input type="checkbox"/> Windows / Doors | <input type="checkbox"/> Hurricane Shutters |
| <input type="checkbox"/> Generator | <input type="checkbox"/> Propane Tank | <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Other _____ | |

Detailed Description of Proposed Improvement:

Property Owner: _____	Contractor: _____
Phone: _____	Phone: _____
Address: _____	Email: _____
Owner Signature: _____	<input type="checkbox"/> DIY
Date Signed: _____	

All ARC applications need to be emailed to onsite Manager: mcmgr@tritoncam.com. Please make checks payable to: **Mallory Creek HOA**. Checks need to be dropped off in the drop box located on the west side of the clubhouse by the side entry door. Please note in the memo your address and that this is a deposit for your ARC application. *Homeowners are welcomed and encouraged to attend the ARC meeting and speak with the Committee Members. Work is not allowed to commence until you have received an official written notice from the Management Company, not the ARC or any of its members.

*Application Checklist

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- Lot survey marked to show location of additions, changes, or modifications
 - Supporting information — product spec sheets, site plans showing setbacks, elevations, etc.
 - Photos of proposed materials, colors, patterns & other information to support request
 - Copy of contractor's Certificate of Insurance, license, and signed contract for proposed work
 - Photographs of proposed items, proposed colors and/or patterns, materials, etc.
 - Refundable deposit
 - \$1,000 Excavation, Concrete & Stonework, Pool Installation, Screen Enclosure, Patio
 - \$500 Fence Installations, other Miscellaneous Improvements. (Anything that does not require a permit.)

ARC/MGT USE ONLY

Date of Review: _____ Approved: _____ YES _____ NO _____ Rejected (missing supporting documentation)

Comments/Conditions: _____

*Please review the Condition's Page attached.

CONDITIONS

1. **Permits.** All required permits must be obtained and displayed by the owner prior to beginning work.
2. **Deposit.** (i) One thousand dollars (\$1,000.00) to cover common area or other damage in connection with excavations, concrete work, installing or constructing swimming pool, pool heater, screen enclosure, and patio; (ii) five hundred dollars (\$500.00) for installing fences, landscaping, and other material changes, at the discretion of the ARC. Deposit is refundable when Association Manager confirms that all roadways and landscaping are restored to their original state. *Checks are payable to Mallory Creek HOA.*
3. **Excavation.** Prior to commencing any lot excavation, homeowner is responsible for complying with all government agency requirements for determining the location of utility lines (CALL BEFORE YOU DIG); and for hiring HOA's irrigation contractor to determine the location of any irrigation facilities in the path of excavation (contact information available from Association Manager).
4. **Access to Property.** Applicant or applicant's agents or contractors shall not use any portion of HOA property other than roads, or any portion of any easement line, for the purpose of obtaining access to applicant's lot for any construction or other improvements approved by the ARC. All construction activity must take place within applicant's property line and cannot be conducted on any portion of an HOA common area.
5. **Restoration of Grade.** It is the homeowner's responsibility to return the grade to its original condition, as reflected on the lot survey, after an approved installation or other work has been completed. The homeowner is required to retain a surveyor to provide written verification of this. If the area has not been returned to the original grade, the homeowner will be liable for any costs incurred by the HOA to regrade or otherwise restore the area.
6. **Painting and Colors.** Multifamily homes must be painted their original color, but a color change of the front door may be requested. Single family homes may change the color of siding, doors, and shutters, but the color must be selected from Mallory Creek original palette. Paint color and code information is available from the Association Manager. All exterior aluminum must be white. All screening must be charcoal. Permanently mounted hardware for hurricane shutters must be white. Piping, fasteners, and frames to solar panels must be painted to match the color of the adjacent exterior structure (roof, wall or trim).
7. **Fences.** Fences may not exceed 60" in height but may have an additional 12" of lattice for a total of 72". The fence must include a gate, 44" to 48' inches, to allow access for a landscaper's mowing equipment. The fence must be a minimum of 2" off the ground with a mulch buffer of 6" on both sides. The fence must meet all state and local code requirements.
8. **Landscaping.** No landscaping may encroach on neighboring properties or common areas.
9. **Dishes.** Satellite dishes must be mounted on a freestanding pole not higher than 4', not attached to the exterior of the home, and screened from view by landscaping.