

PROVENCE BAY HOA, INC.

c/o Elliott Merrill Community Management

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hannahm@elliottmerrill.com

ARCHITECTURAL CHANGE FORM

Name Applicant/Homeowner

Unit Address

Email

Date of Application

Telephone number

Cell number

DESCRIPTION OF ADDITION, CHANGE OR MODIFICATION

Submit one (1) copy of the complete package for all proposed additions, changes, and modifications. Include a copy of your contractor's insurance, license, specifications/pictures, and signed contract of proposed work. A plot survey is required for patio, driveway extension and landscaping. Send the completed package to the Management office for review and approval from the Architectural Review Board (ARB).

DESCRIPTION: _____

FORM MUST BE SENT 7 DAYS PRIOR TO THE NEXT ARB MEETING.

**ARB MEETINGS ARE HELD THE SECOND WEDNESDAY
OF EVERY MONTH.**

Email completed form to hannahm@elliottmerrill.com

CONDITIONS FOR APPROVAL:

1. A deposit of \$500 may be collected from the owner upon approval to cover damages to any common ground area of Provence Bay for work being done that involves any roadway, sod, landscaping, irrigation/sprinklers during the addition, change or modification. Deposit will be returned to owner when the ARB confirms that all common areas noted above are restored to the original state. **A fine of \$100 will be charged to the owner if work is started without written approval from the Management Co.** The owner must contact the Management Co to have the Association's Landscape Co. assess any adjustment to the irrigation system. Payment for any work needed for modifications, will be paid directly to the Association's Landscape Co.

Owner initials _____

2. All required permits must be obtained by the contractor from the Indian River County Building Division and displayed on the outside of the owner's unit at the time of work commencement.
3. All paver materials must be the exact match and size of existing pavers and stored on owner's driveway during modification. **NO VEHICLES ARE PERMITTED TO DRIVE ON THE GRASS FOR ANY REASON.**
4. The modification is subject to all requirements of the Governing Documents, occupancy agreements and other applicable regulations at the Association's discretion. All modifications must be within the owner's property lines.
5. The owner is responsible for maintaining and trimming all landscape modifications approved by the ARB. No landscaping may encroach on neighboring properties or common areas.
6. Satellite dishes may be approved, if reasonable in size, rear location and effectiveness.
7. Permanently mounted Hurricane Shutters must be Ivory or White in color.
8. Driveway extension to accommodate a standard 2-vehicle maximum. Paver patio and driveway extension must match existing paver type, size and pattern. (Size~ 6"x 6"/~6"x 9"/~2-3/8" depth in Herringbone pattern).

I acknowledge, as owner, that I have read and agree to all the stipulations in this application. I agree to the applicable sections of the supporting Governing Documents and agree that no work is to begin until written approval from the Management Co.

Owner signature

Date

Provence Bay HOA Architectural Review Board

Owner Name _____ Property Address _____

Recommendations/Conditions:

Reason for Rejection:

ARB Member Signature _____ Date _____ () Approved () Rejected
ARB Member Signature _____ Date _____ () Approved () Rejected
ARB Member Signature _____ Date _____ () Approved () Rejected

Board President Signature _____ Date _____
(optional)