



VERONA TRACE

Architectural Control Committee (ACC) Application

Completed Application Packet can be submitted via email to Paolaa@elliottmerrill.com or dropped off at Elliott Merrill Community Management office at 835 20th Place, Vero Beach FL 32960.

Name _____

Property Address _____

Email _____ Phone _____

In accordance with the Verona Trace Governing Documents, modifications must conform to this approval and all of the Association's guidelines. I hereby request the ACC Committee's consent to make the following changes, alterations renovations and/or additions to my property.

Detailed description of work:

1. Attach one (1) copy of the property survey that shows the location of the proposed change, alteration, renovation or addition.
2. Attach one (1) copy, drawing, brochure or photo of your plan or plans.
3. Attach color sample(s) if applicable. If painting your home, color samples must be displayed prominently prior to approval.
4. Attach one (1) copy of the contractor's license and Certificate of Insurance (with Verona Trace Homeowners Association listed as a certificate holder)

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

1. No work will begin until written approval is received from the Architectural Control Committee as required by our Declarations.
2. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed/insured contractor.
3. All work will be done timely and in a manner that will minimize interference and inconvenience to other residents.
4. I assume all liability and will be responsible for any and all damages to other lots and/or common areas, which may result from the performance of this project.
5. I will be responsible for the conduct of all the persons, agents, contractors, subcontractors, and employees who execute this work.
6. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work. All work is subject to inspection.
7. Upon receipt, Elliott Merrill Management will forward the ACC application packet to the Committee for review. A decision by the ACC committee may take up to thirty (30) days. I will be notified via email when the application is either approved or denied.
8. The approving authority disclaims liability of any kind with respect to submitted plans, the review of, or any structure built, including but not limited to, liability for negligence or breach of express or implied warranties. No review has been made with respect to functionality, safety, compliance with government regulations, or otherwise, and no reliance on approval should be made by any party in respect to such matters.
9. All homeowners are responsible for following the Governing Documents of the Verona Trace Homeowners Association when making any exterior modifications.
10. Current and future owners are responsible for all modification.
11. Townhouse Owners MUST complete an Irrigation Inspection Form and contract with association's Irrigation contractor to modify irrigation.
12. Owner MUST call for locate of utilities- electric, telephone, cable, etc., Owner will be responsible to repair any damage caused to utilities.

Signature of Owner(s) _____ Date _____

DO NOT WRITE BELOW THIS LINE

This application is hereby () Approved () Conditionally Approved () Denied

Date: _____ Signature of ACC _____

Comments _____