BURNT STORE MEADOWS PROPERTY OWNERS' ASSOCIATION
C/O Star Hospitality Management
26530 Mallard Way
Punta Gorda, FL 33950

Telephone: 941-575-6764
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Email: D.Phillips@StarHospitalityManagement.com
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Architectural Review Board (ARB)
Request for *Additions, Alterations, or Improvements*

This form is to be completed by the homeowner and submitted for approval **PRIOR** to commencement of any work. Requests are considered at monthly POA Board Meetings held the **third Monday of each month**. Submit to Burnt Store Meadows POA, c/o Star Hospitality Management, 26530 Mallard Way, Punta Gorda, FL, 33950, via email D.Phillips@starhospitalitymanagement.com or fax: 941-575-7968. **ARBs and associated documents must be received the Friday before the Monthly Board Meeting.**

Date of Request: _____

Property Address:

_____

Property Owner's Name: _____Phone: _____

Mailing Address (If different than property address):

_____

E-mail Address:

_____

Type of Work to be Approved (Check all that apply):

_____ **Construction Project - Additions, Alterations, or Improvements,** e.g., adding pool, lanai, etc. (include detail style, size, specifications, materials, colors, and plot plan)

_____ **Exterior Repainting** (attach color samples; denote body, trim, etc.)

_____ **Landscape Plan (**only required for a total re-design)

_____ **New Roofing** (include material and color selected)

_____ **Other (**including, but not limited to, fencing, etc.)

Contractor: _____Lic #:_____ Phone: _____

Point of Contact for Contractor: _____ Contractor e-mail: _____

Architect/Engineer: _____ Phone: _____

Anticipated Start Date: _____ Anticipated Completion Date: _____

Provide Complete Description of Project (Attach additional pages if necessary):

_____

_____

_____

Prerequisites: As a prerequisite to consideration for approval, and prior to beginning the addition, alteration, or improvement, a complete set of plans and specifications must be submitted to the POA. Requirements per the Declaration of Restrictions must be met. Upon getting written approval, construction may begin and progress to completion promptly, and in strict conformity with such approved plans and specifications. Board shall be entitled to stop any construction in violation of these restrictions. Any such exterior alteration made without having first been approved as provided above, shall be deemed to be in violation of the Covenants and may be required to be restored to the original condition at the Owner's expense. Building contractors must be duly licensed and insured.

Permitting: Requests and alterations must conform to all local Zoning and Building Regulations. Please be sure to obtain the necessary permits if your request is approved and submit a copy of said permit(s) to Star Hospitality Management.

Liability: Property Owner must accept liability for damage to common areas, adjacent Owner's property, or to any easements and must promptly remedy damage thereto caused in part or in whole by contractor's operations at no cost to the POA or other Owner. This statement is not intended to imply permission has been granted to use the common areas, adjacent Owner's property, or to any easements. All contractors must abide by City and POA requirements for garbage disposal and parking.

Other: Builder shall take precautions to prevent debris from blowing onto neighboring properties, greenbelts, and ditches. (e.g., cover for the dumpster, etc.) Must submit signed Clean Site Policy Form and provide the $500 deposit. Owner acknowledges he/she shall remain responsible to ensure that any backyard landscaping, close to the rear lot line, which may hang over into the greenbelt and/or ditch will provide for a 15-foot clearance to allow access for maintenance equipment and staff. All hardwood trees planted in the rear of the property must be planted 10 feet from the real lot line.

The POA recommends that owners and their builders consider installing a stem wall rather than building the area up with dirt as the build-up of dirt may cause drainage problems with the neighbors. Better to be pro-active and avoid this potential problem.

Approval: Breaking ground for new construction or starting any exterior remodeling prior to obtaining written approval from the POA may result in a fine to be paid by the owner.

Signature(s): By signing below, I certify that all information provided within this application for review is true and correct. I also understand that regular maintenance of any requested alteration, addition, or improvements is my responsibility in accordance with our governing documents and any amendments thereto or duly adopted rules of the Board of Directors. I understand that removal of a modification may be requested by the Board at my expense, should the modification not meet the specifications.

I understand it is my responsibility to obtain the builder/contractor's signature on the line provided below my signature.

_____

Homeowner Signature Date

_____

Builder/Contractor's Signature Date

POA Board Determination:

( ) Approval Date: _____ Signature _____

( ) Not Approved Date:_____ Signature _____

Comments/Conditions

_____

_____

_____

A copy of the City of Punta Gorda building permit must be provided for all projects requiring a permit. If not submitted at the time of submission of the ARB, you will have 14 days to submit a copy of the permit. If the permit is not submitted, POA approval will be rescinded. If POA approval is rescinded and construction continues, you may be subject to a fine.

Received by: _____

Signature **Date**