

Gulf Trace HOA - Architectural Control Change Request Form

APPROVAL REQUEST FOR ARCHITECTURAL OR EXTERIOR MODIFICATIONS. The undersigned homeowner seeks approval of the Architectural Committee for additions or alterations to the existing structure and/or property as follows:

Painting: _____ Addition: _____ Landscaping: _____ Alteration: _____ Other: _____

A plot survey or site plan showing dimensions, setbacks and landscaping, as well as a plan illustrating materials, color ID or chips, and all details MUST be included with this request for approval.

Before you begin any exterior work on your home/lot, this form must be submitted to Qualified Property Management, Inc. Describe the nature of the change, height, shape, location as well as, drawings, plans, specifications, pictures and samples to support your request.

Changes or additions needing approval include, but are not limited to:

- Roof replacement Exterior painting or staining to the house: body, trim, door, roof tile, driveway and / or walkways
- Landscaping, hedge and/or tree planting or removal
- Fences, walls, concrete curbing, fountains
- Mailboxes and/or posts, flagpoles, basketball hoops
- Solar panels, antennas, satellite dishes (location)
- Storm shutters, security bars, grilles, grates, front entrance enclosures

Narrative Description of Proposed Project: _____

The undersigned property owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvements, alterations or additions described herein comply with all applicable laws, rules regulations, codes and ordinances; including, without limitation, zoning ordinances and building codes. The board of Directors or its Management Company or its Architectural Committee shall have no liability or obligation to determine whether such improvements, alterations and additions comply with any such laws, codes or ordinances.

The Board has established a palette of colors that represent acceptable colors for Gulf Trace homes. The book of approved colors is available for your review at Qualified Property Management, 5901 US Hwy 19, New Port Richey, FL 34652 (877-869-9700) for your convenience. You may also review the color book by contacting, by email, the ARC Chairperson, Marianne Anderson mda.gthoa@gmail.com. The ACC Request Form must then be submitted to Qualified Property Management either in person or by email to Dianne@QualifiedProperty.com.

I agree that I will not begin property Improvements until the Architectural Committee notifies me in writing of their approval. If any change is made to the project that has not been approved, the Committee has the right to demand removal of that unapproved portion of the project from property or the return of the property to its previous state.

Date: _____
Signature of Homeowner Name Printed

Address Phone & Email

All authorized work must be completed within sixty (60) days from the date of approval, unless otherwise noted.

() Approved () Denied Comments: _____

Signed by: _____ Date _____