

Gulf Trace Homeowners Association, INC

Approval Request for Exterior Modifications

The Gulf Trace Homeowners Association, INC Covenants give *the Gulf Trace HOA Board the authority to regulate the use and appearance of the exterior of a home and/or lot to ensure harmony of external design to surrounding homes and lots.*

Before you begin any exterior work on your home/lot, this form must be submitted to Architectural Control Committee Chair, Kevin Pickering. If the request is for a project other than painting your home with an approved color scheme, approval will be made by a quorum of the HOA Board. To arrange for a time to drop off your request form, contact Kevin at kevinp.gthoa@gmail.com

The HOA specifications for many projects are listed on the *Rules and Regulations* page of the Gulf Trace HOA website. Changes or additions needing approval include, but are not limited to:

- Exterior painting or staining, same or change of color, to house: body, trim, doors, roof tile, driveway or walkways
- Roof replacement
- Landscaping updates, hedge and/or tree planting or removal
- Fence, wall, concrete curbing, fountain or shed installation
- Mailbox and/or post, flagpole, basketball hoop installation and location
- Solar panels, antennas, satellite dish location
- Storm shutters, security bars, grilles, grates, front entrance enclosure, garage door screen installation.

The HOA Board has established a palette of color schemes that represent acceptable colors for Gulf Trace homes. A color book of the approved paint schemes is available in the Community for you to check out by contacting ACC Chairperson, Kevin Pickering at [-kevinp.gthoa@gmail.com](mailto:kevinp.gthoa@gmail.com). For your convenience, the paint schemes are also available for viewing on the Gulf Trace HOA website.

For all other changes to your home/lot, the description of your project must include the nature of the change, height, shape, location and setbacks. Include, as necessary, drawings, site plans, plot survey specifications. **Additionally, pictures, color chips and material samples MUST be included with your request.**

Project Description _____

The undersigned homeowner seeks approval of the Gulf Trace Architectural Control Committee for additions or alterations to their existing structure and/or property. 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 Architectural Control Committee or its management company shall have no liability or obligation to determine whether such improvements, alterations and additions comply with any such laws, codes or ordinances

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

Date _____ Signature of Homeowner _____ Print Name _____

Address _____ Phone _____ Email _____

All authorized work must be completed within sixty (60) days from the date of approval, unless otherwise noted. If authorized work is not completed within sixty (60) days from date of approval, this approval is automatically rescinded.

Approved Denied Comments _____

Board Approval Signature _____ Date _____ GTHOAACC Form 2024-1