

# THE PRESERVE OF VERO

## ARCHITECTURAL REVIEW BOARD

Dear Homeowner,

The ARB rules help maintain the curb appeal of the neighborhood, which helps to enhance property values. As a member in your deed restricted community it is your obligation to comply with all of the documents for your community.

As a reminder to homeowners, your ARB must approve any exterior improvements prior to commencement of work.

This includes the following:

1. Change of paint color (Attach paint samples, chips)
2. Installation of fencing\*\*
3. Significant landscaping\*\*
4. Roofing change (material or color)
5. Additions to the exterior, including siding\*\*
6. Driveway alterations
7. Clothesline installations

### **\*\* COPY OF PLOT PLAN REQUIRED**

Please be sure to include the following for ARB requests:

\_\_\_\_\_ Application: Complete the application

\_\_\_\_\_ Description of the project(s): This includes a complete description of the materials to be used and the finished dimensions. Also, include a color description and sample if your project includes painting/staining

\_\_\_\_\_ Plot Plan: Required for \*\* items. **COPIES OF CONTRACTORS LICENSE AND ALL COUNTY PERMITS MUST BE INCLUDED**

\_\_\_\_\_ Submit – you may mail or hand deliver completed application packets to:

### **Architectural Review Application Form**

C/O Elite Property Management Group

P.O. Box 690577

Vero Beach, FL 32969-0577

Office: 772-925-3561, 701 Fax: 772-569-0416

E-mail: [Burt@elitemgmtgroup.com](mailto:Burt@elitemgmtgroup.com)

Or

Lourdes Kowalski –

335 22<sup>nd</sup> Ave SW, Vero Beach, FL 32962

Email- [loumakowalski@gmail.com](mailto:loumakowalski@gmail.com)

Cell – 772-539-2892

Owners Name \_\_\_\_\_

Lot # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Daytime Phone# \_\_\_\_\_

Evening Phone \_\_\_\_\_

Description of desired changes to property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
HOMEOWNER SIGNATURE

\_\_\_\_\_  
DATE

Please include along with this application a copy of your plot plan and include copies of the contractor's license and copies of all county permits.

Note that all construction and installation of any improvements shall comply with local, county, state, federal building or land use regulations. Compliance with these regulations is the responsibility of the owner. This review and approval is not a review or an approval for compliance with any local, county, state, federal building or land use regulation.

Copies of permits and licenses are required and must be submitted to the ARB along with this application. If painting or staining, please include color samples or color chips.

**Please submit the completed application to the management company at least 30 days PRIOR to beginning your project. The ARB will do all it can to have your application reviewed in a timely manner, so as not to impede the timely completion of your project.**

**NOTWITHSTANDING THAT YOUR PROJECT MAY COMPLY WITH ALL APPLICABLE LOCAL, COUNTY, STATE, FEDERAL BUILDING OR LAND USE REGULATIONS. YOUR APPLICATION MUST STILL COMPLY WITH THE TERMS OF THE PRESERVE'S GOVERNING DOCUMENTS. PLEASE REMEMBER- YOU AGREED WHEN YOU PURCHASED YOUR HOME THAT YOU WOULD ABIDE BY THE DEED RESTRICTIONS.**

ARB NOTATIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

**To be inspected within 14 days of job completion. – POST FINAL INSPECTION**

ARB Member Name \_\_\_\_\_

In Compliance \_\_\_\_\_

Not in Compliance \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_