

ARCHITECTURAL REVIEW COMMITTEE (ARC)

HOMEOWNER APPLICATION SUBMISSION CHECKLIST

Purpose – To ensure that all required documentation is submitted by homeowners when seeking Maidstone ARC approval for additions, removal or changes to any structure or property in Maidstone in PGA Village according to the Maidstone HOA governing documents.

How the Checklist is Used - The Maidstone property manager, operating as the operational arm of Maidstone HOA, has the responsibility for administering the submission of Homeowners' requests for additions, removal and changes to structures and property in Maidstone in PGA Village. The documentation for and supporting the requests are assembled as packages for review by the Maidstone ARC. A checklist has been developed to verify that all required materials are included in the packages.

If followed appropriately the checklist will help to ensure:

1. Homeowners have a clear understanding of and direction for complete submission
2. Timely submission of packages
3. More efficient use of the ARC's time
4. Reduced frustration by Homeowners during the entire process (i.e. homeowners control how quickly a request is reviewed by ARC)

Major Changes require two levels of approval; first approval from the Maidstone ARC followed by Master ARC approval as identified on the checklist. The Master ARC may require additional documentation in order to review the ARC application.

The checklist may be revised from time to time as required.

**MAIDSTONE ARCHITECTURAL REVIEW
CHECKLIST**

A	B	C	D	E	F	G	H	I
TYPE OF REQUEST	COLOR	DIAGRAM, PHOTO, LOCATION	DIMENSIONS	SPECIFIC TYPE: DESCRIPTION QUANTITY, SIZE	COUNTY PERMIT or COUNTY EXEMPTION	OTHER	CONTRACTOR INFORMATION (COUNTY LICENSE, INSURANCE, CONTRACTOR NAME, ETC.)	MASTER ARC APPROVAL
2								
1. INSTALL HURRICANE SHUTTERS, ROLLUPS, SCREENS, ETC.	X	X	X	X	X		X	
4								
2. REMOVE, REPLACE OR ADD SHRUBS		X	3 GALLON MINIMUM POT SIZE	X		NO INVASIVE PLANTS	X	
3. REMOVE, REPLACE OR ADD NATIVE & NON-NATIVE TREES INCLUDING PALMS		X	X	X		NO INVASIVE PLANTS	X	X IF HEAVY EQUIPMENT IS REQUIRED
4. REPLACE MULCH WITH RIVER ROCKS OR RIVER PEBBLES	MIXED NEUTRAL COLORS	COLOR PHOTO OF ROCKS	1 TO 3 INCHES IN WIDTH	REFER TO RULES FOR GUIDANCE ON RIVER ROCKS & RIVER PEBBLES		MAY NOT BE USED IN AREAS WITHIN 2 FEET OF CONTACT BY MOWERS	X	
5. CREATE NEW PLANT BED or EXPAND EXISTING PLANTING BED		X		X			X	X

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9 <u>REPAINT:</u>								
10								
11 6. REPAINT HOME EXTERIOR (STUCCO, TRIM, FRONT DOOR)	SPECIFY COLOR NAME & NUMBER FOR EACH: STUCCO, TRIM & FRONT DOOR					REFER TO MAIDSTONE APPROVED COLOR LISTS FOR STUCCO, TRIM & FRONT DOOR (AVAILABLE AT PROPERTY MANAGER OFFICE)	X	
12 HOME EXTERIOR (Misc.):								
13 7. GLASS INSERT IN FRONT DOOR	X DOOR REPAINT COLOR, IF APPLICABLE	X DESIGN, IF APPLICABLE	X	X		REFER TO MAIDSTONE APPROVED COLOR LISTS FOR STUCCO, TRIM & FRONT DOOR (AVAILABLE AT PROPERTY MANAGER OFFICE)	X	

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14								
15	X	X		X			X	
16	X	X	X	X		DOWN- SPOUTS MAY NOT BE DIRECTED TOWARD NEIGHBOR PROPERTIES	X	
17		LOCATION				SHOULD BE INSTALLED AT REAR OF PROPERTY	X	
18		X	X	X	X		X	
19	X	X	X	X				
20	X	X	X	X	INCL. TREES TO BE REMOVED	LANDSCAPE PLAN	X	X
21	X	X	X	X			X	

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22									
23	15. ENLARGE EXISTING LANAI (NO SCREENED ENCLOSURE)		X	X	X	INCL. TREES TO BE REMOVED	LANDSCAPE PLAN INCL. DIAGRAM	X	X
24	16. ENLARGE EXISTING LANAI WITH SCREENED ENCLOSURE	X	X	X	X	INCL. TREES TO BE REMOVED	LANDSCAPE PLAN INCL. DIAGRAM	X	X
25	17. INSTALL GENERATOR		X	X	X		DISTANCE FROM HOUSE, WINDOWS, OPENINGS, FRESH AIR INTAKES, TYPE OF PAD, LANDSCAPE PLAN	X	X
26	18. REPLACE WINDOWS WITH IMPACT GLASS	X	X	X	X		REPLACE LIKE WITH LIKE, NO LIKE, NO REFLECTIVE GLASS e.g. WINDOW GRIDS	X	

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27								
19. REPLACE GARAGE DOOR COACH LIGHTS	X	X					X	
20. INSTALL UNDERGROUND PROPANE TANK			X	X	X		X	X
21. WIDEN DRIVEWAY, ENTRYWAY, WALKWAY	X	X	X	X	IF TREES ARE TO BE REMOVED		X	X