

Pembroke Park
ARCHITECTURAL REVIEW FORM

**Property Modification Request for
Approval**

The Pembroke Park Homeowners Association, Inc. is dedicated to the consistent enforcement of the Governing Documents especially as it related to modification of the exterior. A complete set of plans and construction specifications, including materials for the initial construction of a structure or improvement proposed to be erected on any Lot, must first be submitted to an Architectural Review Committee (ARC) and written approval thereof obtained from the ARC, by at least a 2/3 majority vote of the ARC, prior to the commencement of any construction upon each and all of the Lots in Pembroke Park.

The purpose of this form is to facilitate the ARC's ability to review the requisition in accordance with the Covenants and make a recommendation to the Board regarding the Homeowner's request. Completion of this form and any required supporting documentation is required for ARC review. The ARC will endeavor to complete the review and recommendation process as quickly as possible but in no case in excess of thirty (30) days.

Contact Information

Homeowner's Name:

Address of Property Affected by Proposed:

Change: Daytime Telephone Number:

Evening Telephone Number:

Email Address:

Indicate the type of improvement(s) proposed.

☐ Pool/Spa ☐ Deck ☐ Additional Concrete (Patio/Drive)
☐ Fencing ☐ Room Addition ☐ Paint ☐ Roof/Shingles
☐ Landscaping Other: (Please specify): _____

Briefly describe the proposed modification(s)/alteration(s): _____.

Work will be performed by: ☐ Homeowner ☐ Contractor

Please provide Contractor's contact information: _____.

Schedule

Desired Start Date: _____

Anticipated Completion Date: _____

I understand that the Architectural Review Committee has up to thirty (30) days to review my request for alteration and or modification to my property. I further understand that any work performed or cost(s) incurred by me prior to receiving written approval from the Board will be done so at my own risk as disapproval of my request may result in my requirement to restore my property to its original condition. I hereby indemnify the Pembroke Park Homeowner's Association, its members, board of directors, employees and their heirs and successors from any and all costs past, present or future associated with this request and/or the modifications indicated therein. I certify by my signature that I have read and familiarized myself with the Pembroke Park Deed of Dedication and Restrictive Covenants and will ensure that any and all modifications to my property will not violate those Covenants without express written waiver from the Board.

Signature of Homeowner

Date

Your application must be accompanied by a sketch of your property and the location of the proposed modifications as well as a sketch of the modifications themselves. If the modifications include additions or modifications to the home itself then architectural drawings must be submitted. Paint samples, brick samples, shingle samples or other samples of building materials may be required by the ARC prior to approval.

For ARC Use Only		
Date Received:	Deadline Date:	Requested Date:
Date of Onsite Review:	ARC Members Present:	
ARC Recommendation:	<input type="checkbox"/> Approve As Submitted	<input type="checkbox"/> More Data Required
	<input type="checkbox"/> Approve as Noted	<input type="checkbox"/> Deny
Signatures of ARC Quorum:		
Date Received by Board:	Board Action: <input type="checkbox"/> Approve as Recommended	
	<input type="checkbox"/> Deny	
Signatures of Board:	_____ President	
	_____ Vice-President	
	_____ Secretary	
	_____ Treasurer	
Date of Board Action:	_____ Member	