

WestWind Owners Association, Inc.

Request for Architectural Review Application (ARA)

The WestWind Owners Association Covenants and Restriction are designed to preserve, protect and enhance the property values of homes within the Association. Therefore, this form must be completed and submitted for any and all architectural requests you'd like for the Association Board of Directors to review and consider. You must submit plans/drawings/photos/brochures that show the architectural structure or product you are seeking to install or use on your property as well as a copy of the Plat Map with proposed changed/additions showing location of modification before the Association Board of Directors can consider your proposal. The Association Board of Directors has 30 days to review your request. Please wait for approval before starting any projects. The Association Board of Directors reserves the right to request more information to clarify the request. Requests for multiple changes should be submitted separately. Homeowner is responsible to assure all municipal approvals are received and that all municipal and HOA Covenants & Restrictions are adhered to. Homeowner is responsible for any drainage areas affected by any modifications.

Type of Proposed Improvement (*circle or highlight the appropriate proposed improvement*):

Note: A site plan is required for items 1-5 detailing the location of the proposed improvements.

- 1) Fencing
- 2) Pool
- 3) Irrigation Modifications
- 4) Room Additions
- 5) Rear Enclosure (Ex: screened in-lanai's)
- 6) Rear Porch (Ex: enlarging the porch's concrete area or replacing the concrete with brick or tile flooring)
- 7) Satellite Dish (Note: detailed measurements describing the size of the dish and where it will be installed is required)
- 8) Exterior Color Change
- 9) Exterior Remodeling Change (Ex: Replacing front doors, garage doors, roof, windows, installing storm doors, changing the vinyl or stucco, etc.)
- 10) Landscaping and/or Decorative Items Change (sculptures, fountains, etc.)
- 11) Installing Sporting Equipment
- 12) Other _____

Full Name		Lot #	
Address City, State, Zip		Email Address	
Home Phone		Cell Phone	
Contractor Name: <i>(Must be bonded & insured)</i>		Contractor Website:	
Contractor Address City, State, Zip		Contractor Phone:	
Please Describe Improvement:			
Location:		Utilities:	
Size:		Dimensions:	
Color:		Material:	
Estimated Start Date:		Estimated End Date:	

Tenant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Mail Application To: Alsop Property Management, LLC, Attn: Danielle Foreman, PO Box 1389, St. Augustine, FL 32085

Fax Application To: (904) 647-2617

E-mail Application To: df@alsopcompanies.com

For Office Use Only:

Date Received: _____ Complete Information Received? Yes _____ No _____

If No, Additional Information Required:

Date Notified Homeowner Additional Information Is Needed: _____ Form of Notification: _____

Date Received Complete Information: _____

Approved: _____ Approved with Revisions: _____ Not Approved: _____

Revisions Required:

Reasons for Denial:

Board of Director's Printed Name: _____

Board of Director's Signature: _____ Date: _____

Notification To Homeowner Forwarded On: _____ By: _____