

VARIANCE REQUEST APPLICATION
Villages of Vilano Homeowners Association, Inc.
Submission of Plans to Architectural Control Committee (ACC)

c/o ALSOP Property Management
112 Ponce de Leon Blvd Unit C
St. Augustine, FL 32084
(904)647-2619 vw@alsopcompanies.com

Please refer to Villages of Vilano, Rules and Regulations for Architectural Control Website:
<https://villagesofvilano.wordpress.com/architectural-control-committee/>

Property Owners Name: _____

Property Address: _____

Phone: _____

Email: _____

Is this an amendment to a previous request? **Yes** ____ **No** ____

If **Yes**, date of previous request _____

In accordance with the Villages of Vilano Covenants, I hereby request consent to make the following changes:

Replace ____ Renovate ____ Add ____ Remove ____

Painting ____ Roofing ____ Fencing ____ Windows ____ Door ____ Landscaping ____
Paver/Concrete-Driveway/sidewalk ____ Patio ____ Addition ____ Other ____

Please provide a complete written description of request and scope of the work. Attach detailed scale drawings, photos, blueprints, plans and surveyor's plat as needed to approve this request.

Contractor: _____

St. Johns County License # _____

Contractor's Certificate of Liability Insurance # _____

Estimated construction start date _____ Estimated completion date _____

This application is to ensure that interpretations of the covenants are consistent between property owner, ACC and VOV Board of Directors.

I understand a response to this Variance Request Application, indicating written ACC approval or disapproval of the proposed exterior additions or alterations noted above, will be delivered to me within five (5) business days of a duly held ACC Meeting.

The ACC bases all decisions on the VOV DCRs and VOV ACC Rules and Regulations. Approval of this request is not guaranteed. Any desired changes, even if addressed by the covenants, should be forwarded to the ACC for review. I understand that if the ACC were to deny this request, the decision is not final and that the Board of Directors may reverse or modify that decision. A written application of appeal from the homeowner should be made to the VOV

Board of Directors within 30 days of the ACC decision. The VOV Board of Directors, after receipt of the formal appeal, will consider the information supplied by the aggrieved party during a regularly scheduled monthly board meeting.

I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written "Gold Seal" approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to neighbors.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, regulations and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Villages of Vilano Homeowners' Association, its Board of Directors, its agent and the Committee have no responsibility with respect to such compliance and that the Board of Directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation or governmental requirement.
8. I understand if the Committee should deny my request, I may appeal their decision to the Board of Directors, who will consider my appeal during their next regularly scheduled Board Meeting.
9. I understand that a decision by the Committee is not final and that the Board of Directors may reverse or modify a decision by the Committee upon the written application of any "Aggrieved Party" made to the Board of Directors within thirty (30) days after the Committee makes its decision.

If approved, this Variance Request is good only for six (6) months from date of approval and is not transferable to a new owner. If any project is not started within six (6) months, the owner must resubmit their application to the ACC with an explanation for the requested extension of time. By submitting the Variance Request, the owner has agreed to complete this project within six months of its start date.

For this application to be reviewed by the ACC, all required information/attachments must be submitted.

Signature of VOV Homeowner

Date

VOVHOA / ACC USE ONLY

Received by Property Manager, ALSOP Property Management

Date _____ Initials _____ VR File # _____

ACC Review

Receipt Date _____ Initials _____

Review Date _____ Initials _____

Approved _____ Not Approved _____

Reason for disapproval

