

# GULF VIEW ESTATES OWNERS ASSOCIATION, INC.

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## ARCHITECTURAL REVIEW REQUEST

### Application Instructions

1. Review the Gulf View Estates Easements, Covenants & Restrictions (EC&R's) Article II and Article III to determine if you must file this form to request approval of changes to your property. The EC&R's may be reviewed, downloaded and printed from our web site at: <https://www.gulfviewestates.com/files/documents/GVE%20Docs%20EC&Rs%202012-12-13%20Restated.pdf>
2. Submit copies of any drawing or blueprints to be approved by the ARC and the Board.
3. Work shall NOT commence until application is approved.
4. Approved applications shall NOT be altered.
5. Denied applications can be appealed to the Board of Directors.
6. Contractors employed must provide Certificate of Liability Insurance/Workers' Compensation when required by law.
7. Owner is responsible for making sure all required permits are obtained prior to commencement of any work. Please DO NOT apply for permits before your Request has been approved by the Board of Directors.
8. Sign & return to:

Sunstate Association Management Group

All Applications c/o Sunstate Management

P. O. Box 18809, Sarasota, FL 34276

Ph. (941)870-4920 Fax (941)870-9652

**Email to:**

[Allapplications@sunstatemanagement.com](mailto:Allapplications@sunstatemanagement.com)

## **ARC INSTRUCTIONS**

All applications with accompanying exhibits must be submitted to Sunstate Association Management Group to the attention of Sean Noonan, CAM. Sunstate Management will distribute copies thereof to the ARC Committee members.

Applications are to be precise and thorough in order for the committee to have a complete understanding of the proposal

A professionally drawn site plan, where a site plan is required, showing all feature of the land affecting the proposal. In many cases this means the committee will want to see where the building lies on the lot and where the construction, improvement or alteration lies in reference to the side, front and rear set back lines required by local zoning or other government codes.

If the proposal does not involve alterations which extend away from the dwelling and its' appurtenances, then a site plan will not be required, but other relevant documents describing the work will be required with the application. For instance, if you plan to change the type of roof material, the committee will want to see samples of the new material. The ARC Committee presents recommendations to the Board for approval before any work starts. You will be informed of the **Board's** decision in a timely manner.

Within 14 days of completion of the improvements requested on this form, you are to notify Sunstate Association Management Group. Within 30 days upon receipt of the notice of completion the Architectural Review Committee will review the improvements and verify that compliance was met with the original request.

Your application must be delivered to Sunstate Association Management Group at least 48 hours prior to the next scheduled meeting of the Board of Directors. If the application is received after that time period, the review will not be ruled on until the following meeting. Meetings are scheduled on the third Wednesday or Thursday of every month as indicated in the Annual Calendar mailed to each member. Meeting dates are subject to change and/or cancellation. Meeting notices will be posted on the Web Site and on the Bulletin Board on Pierce Road 48 hours prior to the meeting. You have the right to attend the meeting but you do not have to.

Emergency repairs, such as roof damage, window damage, removal of downed tree due to storm damage are exempt from this process. Additionally, no Architectural Review Request is necessary for exterior painting provided that the color will remain the same or in conformance with requirements of the **Easement's** Covenants and Restrictions.

You should refer to **Article II "Architectural Control", and Article III "Use Restrictions" of the Gulf View Estates Unit 1 and Unit 1 Phase II & III Easements, Covenants and Restrictions** for details about changes to your property which require that you follow this process and request approval from the Board of Directors.

**GULF VIEW ESTATES OWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE  
APPLICATION FOR ALTERATIONS**

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Name(s) of Homeowner(s): \_\_\_\_\_

Address of Property: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

(E-Mail addresses are optional)

I /we, being members of the Gulf View Estates Owners Association, hereby request the ARC Committee Review and the Board of Directors approve the following described construction, improvement or other alteration to my/our property:

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(Attach additional sheets, if necessary)

I am /We are submitting herewith the following supporting documents:

- Site plan professionally drawn (if required), lot survey, aerial photos from county website
- Specifications of the construction, improvement or alteration
- Engineering drawings
- Color and samples
- Manufacturer's promotional material
- Pictures
- Documentation of discussions of Architectural Changes with immediate neighbors
- Other

By this request, I/We, as owner(s) assume full responsibility for any and all required permitting, verification of contractor licensing and workers' compensation insurance (if required by law), conformity, installation, maintenance, replacement and cost of the above work. I/We further agree to indemnify and hold harmless the Gulf View Estates Owners Association, Inc., any member of its' committees, or any employee or agent for any claims arising out of this action. I will notify Sunstate Association Management within 14 days of the completion of improvements requested and understand that a final ARC inspection will be made within 30 days thereof to verify compliance.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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**~ For Official Use Only**

Date application received by:

Sunstate: \_\_\_\_\_ ARC Committee: \_\_\_\_\_ Board: \_\_\_\_\_

\_\_\_\_\_ Date Approved/Denied by Board: \_\_\_\_\_

Reason (if any) for Denial:

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Board Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_