

**APPLICATION FOR ARCHITECTURAL MODIFICATION(S) FOR
MAPLE RIDGE AT AVE MARIA HOMEOWNERS ASSOCIATION**

ACC FORM FOR REVIEW

ACC forms may take 45 Days to process. Please note modifications can NOT begin until you receive an answer/approval in writing. You do not have to call to check on the status of your application.

For processing of this application mail/drop-off to the address below, or on-site office/clubhouse if applicable: (DO NOT FAX)

Maple Ridge HOA
4995 Brigata Way
Ave Maria, FL. 34142
Tel :239-867-4527

* Business Days Monday-Friday: 10:00.a.m.-4:00.p.m.*

Please be sure to include required pictures, samples, property survey, plans and/or specifications so there is no delay/return.

Association Name: MAPLE RIDGE AT AVE MARIA HOA

Property Address:

EMAIL:

Date Applying :

Daytime #:

Account#: 3743 -

Name of Owner(s):

Approval is proposed for the following modification(s), addition(s), and/or alteration(s) as described below and/or on attached page(s):

Check the applicable boxes and/or describe below:

- | | | |
|--|--|--|
| <input type="checkbox"/> Awnings <input type="checkbox"/> Exterior Paint as per approved colors <input type="checkbox"/> Exterior Lighting/Solar Lights <input type="checkbox"/> Fence as per approved criteria <input type="checkbox"/> Hurricane Panels/Accordion Shutters | <input type="checkbox"/> Landscaping Additions/Modifications <input type="checkbox"/> Other Exterior Modification <input type="checkbox"/> Patio Furniture Visible <input type="checkbox"/> Patio/Terrace/ Decks <input type="checkbox"/> Pavers/Driveway/Paver Extensions | <input type="checkbox"/> Play Structure/Playgrounds <input type="checkbox"/> Pool Installation <input type="checkbox"/> Satellite Dish Location <input type="checkbox"/> Spa/Jacuzzi <input type="checkbox"/> Other: _____ |
|--|--|--|

THIS IS A RE-SUBMITTAL

☐ Yes ☐ No

Additional Information/Detail: _____

Attach...Please note you **MUST** provide the following: (If Applicable) **Process will be delayed if missing!**

- | | |
|--|--|
| <input type="checkbox"/> Color plan(s) <input type="checkbox"/> Drainage Surface Water Plan <input type="checkbox"/> Initial or Revised Plan(s) and/or Specification(s) <input type="checkbox"/> Material(s) Designation Plan/Sample(s) | <input type="checkbox"/> Property Survey, showing location of Modification(s) <input type="checkbox"/> Sample(s)/Picture(s) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ |
|--|--|

By Initialing below applicant agrees and acknowledges as follows:

_____ Owner agrees to be fully responsible at Owner's sole expense for any and all damages to common areas or neighboring yards including damages done by delivery trucks and vehicles. Access to construction areas is only to be allowed through owner's property.

_____ Owner agrees and understand that should the owner desire to install any new improvement or landscaping within the boundary of a lot, a drainage surface water plan prepared by a professional irrigation or engineering company certified to the Association will be required to accompany this application. Said water plan must certify that the proposed improvement or landscaping will not adversely affect the drainage and irrigation of the Community and/or any adjacent lots.

_____ Owner agrees and understands to be responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s). Furthermore, owner agrees to comply with the Declarations, and Rules & Regulations of the "Association" in all respects.

_____ Owner agrees to remise, release, acquit, satisfy, and forever discharge "Developer", "Management Co.", and the "Association(s)" of and from all, and all manner of, action and actions, cause and causes of action, suits, debts, sums of money, accounts, bills, covenants, controversies, agreements, promises, damages (including consequential, incidental, punitive, special or other), judgments, executions, claims, liabilities and demands, whatsoever, at law and in equity (including, but not limited to, claims founded on tort, contract, contribution, indemnity or any other theory whatsoever) in any way related to any previous representations made by "Developer", "Management Co.", and the "Association(s)", and the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused there from; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.

_____ Owner agrees to defend, indemnify and hold harmless "Developer", "Management Co.", and the "Association(s)", against any and all claims, costs (including without limitation reasonable attorney's fees, paraprofessional fees and court costs at all levels), actions, liabilities and/or expenses in any way related to the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused there from; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.

_____ Owner agrees to compliance to all the Declarations, Rules & Regulations of the Association(s) in all respects.

_____ **Owner agrees, understands and acknowledges that failing to abide by the aforementioned will be deemed as grounds for this request being DENIED.**

Anticipated Commencement Date:

Owner's Signature:

Anticipated Time for Completion:

Owner's Signature:

(FOR ARCHITECTURAL CONTROL BOARD/PROPERTY MANAGEMENT OFFICE USE ONLY)

Approved ☐ Date: _____ X _____
(Signature of ACC Chairperson)

Disapproved ☐ Date: _____ X _____
(Signature of ACC Chairperson)

Request **APPROVED, is subject** to stipulations, if any, on letter of approval:

Request **DISAPPROVED, as per explanation** on letter of disapproval:



ARC APPLICATION GUIDELINES

The following documents are required upon submitting application for approval. Please send all that are applicable to your application:

- Completed ACC Application
- Copy of property survey showing exactly where the modification will be done
- **ALL FENCE APPLICATIONS MUST MARK SURVEY NOTATING THAT THERE IS AN EXISTING FENCE ON YOUR NEIGHBOR'S PROPERTY, if applicable**
- Color pictures showing the item to be installed. Type, materials, dimensions, colors, etc. must be provided along with color picture of the area to be modified
- Copy of permits (where applicable)

If using a Contractor/Vendor, you must provide the following:

- Contractor Occupational License
- Two Contractor Certificates of Liability Insurance
 - Certificate #1: Must show owner's name and address as a certificate holder.
 - Certificate #2: Must show Maple Ridge at Ave Maria c/o Miami Management, Inc., 1145 Sawgrass Corporate Parkway, Sunrise, FL 33323 as a certificate holder.

If a contractor is not being used, the following is required:

- A letter from the Homeowner stating that the homeowner will perform the work and that he/she is responsible for any damage to the property. This letter will release the Association from all liabilities.

ALL PERMITS MUST BE DISPLAYED PROPERLY (PER COUNTY CODE)

HOMEOWNERS ARE RESPONSIBLE FOR NOTIFYING THE HOA OF THE COMPLETION OF ANY PROJECT FOR FINAL INSPECTION TO BE CONDUCTED.

PLEASE NOTE THE FOLLOWING:

ANY PERGOLA/GAZEBO THAT IS NOT A PERMANENT STRUCTURE ENGINEERED TO DADE COUNTY HURRICANE CODE AND PERMITTED THROUGH COLLIER COUNTY FOR INSTALLATION MUST BE BROKEN DOWN AND REMOVED ONCE A HURRICANE WARNING HAS BEEN ISSUED. FAILURE TO COMPLY MAY RESULT IN FINES.

INSTALLATION OF NATURAL FENCING AND/OR PLANTING IN DRAINAGE EASEMENTS IS NOT PERMITTED.

PLEASE SUBMIT ALL APPLICATIONS WITH REQUIRED DOCUMENTATION. THANK YOU!