

ROYAL TROON VILLAGE, INC.,

ARCHITECTURAL REVIEW APPLICATION AND CHECKLIST

MAIL APPLICATION TO: Royal Troon Village c/o The Property Group of Central Florida Inc., 2753 State Road 580, Suite 202, Clearwater, FL 33761 Office phone: (813) 855-4860 EXT 316 / 727-771-7753 EXT 316; Email: leigh@pgcf.com

Applications must be received by Email or USPS mail only. Faxed applications will not be processed.

Owner(s): _____ Email: _____

Property Address: _____, Odessa, FL 33556

Mailing Address (if different from property address above): _____

Phone(s): Home: (____) _____ Work or Cell: (____) _____ I hereby request your consent to make the following changes, alteration, renovation and/or addition to my residence.

CHECK ONE PER APPLICATION

- () SWIMMING POOL () LANAI () SCREEN ENCLOSURE () GUTTERS () AWNINGS
() LANDSCAPING () WINDOWS, SLIDING GLASS DOORS, ENTRANCE DOOR, SCREEN DOOR
() HURRICANE SHUTTERS () OTHER

Brief description of work _____

Estimated start date: _____ Estimated completion date: _____

AS APPROPRIATE TO THE INTENDED WORK, PLEASE COMPLY WITH THE ATTACHED ARCHITECTURAL REVIEW CHECKLIST.

PLEASE BE THOROUGH, AS INSUFFICIENT INFORMATION MAY LEAD TO A DELAY IN PROCESSING.

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

1. No work will begin until written approval is received from the HOA. You have 90 calendar days from the approval date to commence the work or you must re-apply for approval again.
2. All work will be done expeditiously once commenced and will be done in a good and workmanlike manner by a (licensed contractor in the State of Florida, Hillsborough County) or (by myself), please circle one or both, as applicable. All contractors must be insured with coverage and policy limits as reasonably determined by RTV and provide Certificate of Insurance naming Royal Troon Village, Inc., Management Company and any mortgagees as additional insured, on an "occurrence" basis endorsed to provide that it is primary to and not contributory to any policies carried by RTV.
3. All vehicles and personnel will arrive and perform the work only between the hours of 8:00 a.m. and 6:00 p.m. on weekdays and Saturdays. No work is permitted on Sundays and holidays (New Year's Day, Martin Luther King, Jr.'s Birthday, Washington's Birthday, memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day) and in a manner that will not endanger, disturb or otherwise interfere with the quiet enjoyment of any other owner or cause a nuisance to exist so as to be detrimental to other residences or to the owner(s) thereof.

4. No irrigation line/head will be altered without the consent of the ARC. If approved by the ARC, the alteration will be completed at the sole expense of the owner(s). RTV will not be responsible for any damage to turf, plants, or grade of landscape as a result. However, the owner(s) will be responsible for maintaining their landscape in a manner that is conducive to the standards required by RTV.

5. Propane: if your unit's fuel supply is propane, the following steps must be taken: 1) Contact propane supply company to verify no propane lines will be affected. Submit this verification in writing along with your application. 2) If propane lines are affected (including changing from propane to electricity, all work will be at the sole expense of the owner(s).

6. All of the work will be performed and completed only as approved in writing pursuant to this Application.

7. The undersigned will indemnify, protect, defend, and hold harmless Royal Troon Village, Inc. and its directors and agents ("RTV") from and against any and all claims, actions, damages, liability and expense (including the Attorney' Fees and Costs) which may be asserted against, imposed upon, or incurred by RTV and arising out of or in connection with the loss of life, personal injury or damage to property in or about the Royal Troon Village or arising out of the work or occasioned wholly or in part by any act or omission by myself or my agents, contractors, subcontractors and suppliers. The obligations pursuant to this subsection shall survive the completion of the work. The undersigned assume all liability for any and all claims, actions, damages, liability and expense (including Attorneys' Fees and Costs mean reasonable attorneys' fees at all tribunal levels and in connection with any bankruptcy (including attorneys' fees and costs incurred in litigating entitlement to attorneys' fees and costs, as well as in determining or quantifying the amount of recoverable attorneys' fees and costs), costs of suit, investigation and expert expenses, discovery and other litigation costs including mediator fees, regardless of whether such costs are otherwise taxable.

8. The undersigned are responsible for the conduct of all persons, agents, contractors, subcontractors and their employees who are connected with the work.

9. The undersigned are responsible for complying with the Amended and Restated Declaration of Covenants and Restrictions for Royal Troon Village, Inc., as amended, and all applicable federal, state and local laws, codes, regulations and requirements in connection with the work. I will obtain any necessary governmental permits and approval for the work.

10. The undersigned are responsible for all costs and expenses incurred by RTV arising out of, in connection with, or related to the work.

11. The undersigned, if more than one person, shall be jointly and severally liable for all obligations set forth herein. All obligations of the undersigned shall survive the completion of the work.

Upon receipt of a complete Application, the Management Company will forward this Application to Royal Troon Village, ARC. Once a completed application is received, a decision by RTV ARC will be rendered as required by the RTV governing documents. You will be notified in writing when the application is either approved or denied. Failure to complete the work in strict compliance with this Application (as approved) will be subject to Owner removal and restoration of the affected area.

Signature All Owner(s): _____ (Print): _____ Date: _____

_____ (Print): _____ Date: _____

Please do not Write below this line

This Application is hereby: () Approved; () Denied; () Approved with Conditions (see comments below)

Date: _____ Signature: _____

Comments: _____

ROYAL TROON VILLAGE, INC., ARCHITECTURAL REVIEW GUIDELINE CHECKLIST

You must initial below confirming you have submitted the applicable document(s) pertaining to your ARC application. Failure to initial and submit the applicable document(s) will result in an incomplete application and will not be processed or submitted to the Architectural Review Committee.

For All Applications:

- _____ Homeowner in good standing with the HOA
- _____ Architectural Review Application completed and signed by all unit owners as shown on deed and attach copy of recorded deed.
- _____ Lot survey showing sketch of location of existing improvements and proposed work with dimensions
- _____ Attach color photos of existing area to be affected by the work and of proposed project and all color samples/descriptions
- _____ Contractor Plans, including scaled drawing showing dimensions of addition, ****OR****
- _____ No contractor plans, homeowner completing the project on their own.
- _____ If using a contractor provide name, full address, state/county licensing information.
- _____ If work will interfere with irrigation, landscaping paths/heads location and other relevant information to be included.
- _____ Homeowner acknowledges that additional information may be requested.

Landscaping:

- _____ Landscaping plans (including drawings) and specifications with list of plants, sizes and quantities, and other materials indicated
- _____ Photo samples of plants/trees, decorative rock, mulch or border material.
- _____ Irrigation line paths/heads locations and other relevant information.

Lanai/Screen Enclosures:

- _____ Type of floor surface
- _____ Type of materials to be used, color/finish
- _____ Copy of all contractor plans and specifications scaled drawing showing elevations, including length, width and height of addition, door/window locations, location of gutters and downspouts, plan of relocation of irrigation line paths/heads and any landscape refurbishments as noted in above Landscaping checklist criteria.
- _____ Copy of all required County approvals/permits
- _____ Location of propane lines and any relocation plans for underground propane tank

Pool/spa New or Replacement:

- _____ Diagram of screen enclosure (see above); dimension and location of any required retaining wall
- _____ Contractor plans and specifications, including scaled drawing showing dimensions of pool, pool decking, electrical lines and boxes, plumbing and other equipment, plan of relocation of irrigation line paths/heads
- _____ Location of pool equipment and plan of material to landscape and irrigation of same
- _____ Photo sample of pool and pavers/tiles (materials) being used

Windows, sliding glass doors, entrance door, screen door:

- _____ Plat indicating location of replacement or additions
- _____ Attach photos (color) of existing area affected by any changes
- _____ Provide photos or Link of replacement or addition(s) product to be installed.
- _____ Provide dimensions for each location.