

The Association of Fairways at Royal Oak, Inc.

ARCHITECTURAL REVIEW COMMITTEE APPLICATION

This request form is to be completed by the unit owner and submitted to the Architectural Review Committee (ARC) for approval **BEFORE** any work commences. Please refer to your Declaration of Covenants and Restrictions for a description of the ARC and its purpose.

THIS SECTION TO BE COMPLETED BY UNIT OWNER

Date: _____ Name (Owner): _____

Address with Condo #: _____

Email Address: _____

Phone #: Primary: _____ Secondary: _____

Describe the change/Addition/Installation: (i.e. screened patio, replacement windows etc.)

LOCATION: Attach copy of plot plan or diagram showing where the change is located relative to the home and property.

SPECIFICATIONS: Attach copies of plans from the contractor or vendor providing the product; samples; a brochure, estimates and/or photographs.

- Dimensions: _____
- Material(s): _____
- Color(s): _____

Note: All requests must conform to local zoning and building regulations. You must obtain and comply with all necessary governmental applications and permits once your request is approved by the Architectural Review Board. Failure to comply will result in your project being denied and/or suspended until proof of compliance is produced.

THIS SECTION TO BE COMPLETED BY THE ARCHITECTURAL REVIEW COMMITTEE

Date Approved: _____ Date Denied: _____

ARC Committee Signature: _____

Board Member Signature: _____

Comments: _____

Note: Committee has a maximum of sixty (60) days from date of receipt of information to provide approval or disapproval. If all required material or information is not included at time of submission, approval time period does not begin until all information/material is submitted. Please return completed form to:

The Association of Fairways at Royal Oak, Inc.
c/o Showcase Property Management
101 S. Courtenay Parkway
Merritt Island, FL 32952

Preferred method: log onto your AppFolio portal and upload information to this site.

Vendor Checklist

Vendor Name _____
Vendor Phone Number _____
Vendor Email _____

The following documents are required before the vendor starts any work on property.

use date as check off once received

W9 (only if work is being paid by association) _____

General Liability _____

Work Comp Insurance or Work Comp Exempt Certificate _____

EPA Certificate _____

Current Business Tax Receipt _____

Sunbiz _____

**For work being done in an individual unit,
please list the certificate holder:
Owner's name
Address where the work is being performed**

Please list as additional insured when work is being done in an individual unit:
The Association of Fairways of Royal Oaks
c/o Showcase Property Management
101 S Courtenay Parkway
Merritt Island FL 32952