

Verona Reserve Community Association, Inc.
Architectural Review Application

REQUIRED DOCUMENTATION

FOR LANDSCAPE CHANGES/ADDITIONS:

- _____ Completed and signed application.
- _____ Proposal or bid from contractor showing plants (must be Florida-friendly – for guidance visit <http://www.south-florida-plant-guide.com/>) and materials being added and adjustments to irrigation.
- _____ Detailed drawing/photos of area or planting beds showing existing plants, which plants will be removed and where new plants will be added and alteration/replacement of irrigation lines.
- _____ Contractor's license. (*expiration date must be after estimated project completion date*)
- _____ Contractor's liability insurance with Verona Reserve listed as an additional insured and workman's compensation certificate. (*expiration dates must be after estimated project completion date*)

FOR POOL OR LANAI EXTENSIONS:

- _____ Completed and signed application.
- _____ Patio or Lanai - \$1,000 deposit made payable to Verona Reserve.
- _____ Pool - \$2,500 deposit made payable to Verona Reserve.
- _____ Proposal or bid from contractor showing construction materials being used for pool, cage, pavers, and concrete.
- _____ Detailed drawing of property lines and pool and lanai measurements and placement of equipment.
- _____ Proposal or bid from landscape contractor with detailed drawing and photos of planting beds showing which plants will be removed, where new plants (see above) will be added and the alteration/replacement of irrigation lines and mulch replacement.
- _____ Contractor's license. (*expiration date must be after estimated project completion date*)
- _____ Contractor's liability insurance with Verona Reserve listed as an additional insured and workman's compensation certificate. (*expiration dates must be after estimated project completion date*)

FOR EXTERIOR DOORS, SCREENED ENTRY, SKYLIGHTS, SECURITY CAMERAS, CONCRETE OR PAVER PADS:

- _____ Completed and signed application.
- _____ Proposal or bid from contractor showing construction materials being used.
- _____ Detailed drawing/photos of where improvements will be added.
- _____ Contractor's license. (*expiration date must be after estimated project completion date*)
- _____ Contractor's liability insurance with Verona Reserve listed as an additional insured and Workman's compensation certificate. (*expiration dates must be after estimated project completion date*)

FOR FREESTANDING FLAG POLES:

- _____ Completed and signed application.
- _____ Survey of property lines showing proposed location and all relevant easements and utility lines
- _____ Description/photos of materials being added (i.e., type, color, size of Flag etc.)

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OWNER'S NAME: _____ DATE: _____

PHONE: _____ ADDRESS: _____

E-MAIL ADDRESS: _____

Circle Type of Home: House Villa

TYPE OF ALTERATION:

Approval is hereby requested for the following modification(s), addition(s) and/or alterations as described below and on attached pages. Check all that apply:

- | | | |
|--|--|--|
| ☐ Exterior Doors | ☐ Landscaping-plants, rocks or edging | ☐ Screened Door/Entry |
| ☐ Solar/Sky Lights | ☐ Lanai Extension | ☐ Roofing |
| ☐ Free Standing Flagpole | ☐ Pool/Hot Tub | ☐ Exterior Lighting |
| ☐ Security Cameras | ☐ Exterior Painting with color change SFH | ☐ Patio |
| ☐ Other - Describe: _____ | | |

DESCRIBE IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED:

Specifications of the alteration (i.e., size, color, type of material) and a diagram or site plan are **required** as well as other documentation relevant to the work to be done. Please refer to the Architectural Review Guidelines.

Please check and attach all documents that apply:

- | | |
|--|---|
| ☐ Initial Plans, proposal and/or specifications | ☐ Diagram and/or photos of work area |
| ☐ Contractors Liability Insurance Certificate | ☐ Landscape/Irrigation Plan |
| ☐ Workman's Comp Insurance Certificate | ☐ Materials samples /documentation |
| ☐ Contractor's License | ☐ |

A \$1,000.00 refundable deposit for patio installation or lanai extension and a \$2,500.00 refundable deposit for pool installations are required at the time the application is submitted. CHECKS MUST BE MADE PAYABLE TO VERONA RESERVE COMMUNITY ASSOCIATION and will be deposited into VRCA's bank account.

THIS SECTION MUST BE COMPLETED

- ☐ The work will be performed by a contractor. **(Provide a copy of their license, proof of liability and workman's comp insurance)**
- ☐ The work will be performed by the applicant/owner.

ESTIMATED START DATE _____ ESTIMATED COMPLETION DATE _____

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Owners should be aware that approvals are subject to the following:

- If any changes are made to the proposed project, a new Architectural Review Application is required **PRIOR TO THE START OF WORK.**
- Access to the worksite is only allowed through the Applicant/Owners property and Owners are responsible for any damages done to common areas or neighboring properties.
- Owners and their contractors are responsible for obtaining all necessary permits from Sarasota County, as well as contacting utilities for underground locations.
- All work must be completed within 6 months of Board approval.
- A Completion Checklist will be provided, and it is the responsibility of the Owner to obtain the necessary committee review initials for the requested property alterations and completion.
- The Architectural Review Committee and Board shall have no liability or obligation to determine whether such improvement, alteration and addition complies with any applicable law, rule, regulation, code, or ordinance.
- IT IS UNDERSTOOD AND AGREED THAT **VERONA RESERVE COMMUNITY ASSOCIATION, INC.** IS NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY APPROVED CHANGE, ALTERATION, ADDITION, STRUCTURE, LANDSCAPING OR PROPERTY. OWNERS, AND ALL SUBSEQUENT OWNERS, ASSUME ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP, MAINTENANCE OR REPLACEMENT.
- The Applicant/Owner holds the association and its management agent harmless in the event that the applicant plans on completing the improvements themselves.

Owner's Signature(s) _____ Date _____

Application packages may be mailed or dropped off to:

**Access Management - Sarasota
2970 University Parkway, Suite 104
Sarasota, FL 34243**

or

**You can scan the COMPLETE packet and email directly to
architecturalreview@veronareserve.com**

COMPLETE packages must be received no later than 4 PM the Wednesday before the scheduled ARC meeting. Meeting dates are posted on the community calendar.

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ARC USE ONLY

Meets Community Guidelines and Community Standards.	YES	NO	
Vendor Insurance and License Information provided (if required for request)	YES	NO	N/A

Architectural Review Committee Action

☐ Recommend Approval ☐ Recommend Approval with Conditions (below) ☐ Recommend Denial (below)

ARCHITECTURAL REVIEW CHAIR

Date

Explanation of Approval Conditions:

Explanation of Denial:

LANDSCAPING COMMITTEE USE ONLY (IF APPLICABLE)

Meets Community Guidelines and Community Standards.	YES	NO
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Landscaping Committee Action

☐ Reviewed As Submitted ☐ Reviewed w/Recommended Changes (below) ☐ Reviewed/Unable to Recommend (below)

LANDSCAPING COMMITTEE CHAIR

Date

Explanation of Recommended Changes:

Explanation if Unable to Recommend:

