

ARCHITECTURAL MODIFICATION REQUEST PROCEDURE – HERON SHORES

The current board is trying to help homeowners have a clear understanding of the procedures that fall under the category of Architectural Modification Requests. **Our covenants state that it is required that homeowners request permission, in writing, from the board before making changes to the exterior of their property.** The board would like to maintain the value of all homes in our community, and so these covenants serve as an instrument of protection to everyone.

All homeowners should have a copy of the Covenants. When you purchased your home, the previous owner should have left them for you. If you have misplaced your copy, or never received one, you may visit the Master Association's web site to reference the documents or print your own copy. Go to "eastvillageofvenice.com", click on "Heron Shores", then click on "Documents".

Homeowners typically change landscaping, install new windows, install patios, invest in a new roof, and so on. To enforce these Covenants, the board has created an Architectural Review Committee that is made up of all members of the Heron Shores Board of Directors. Before making any changes to the exterior of your home, please complete an Architectural Modification Request form (ARC form). A copy of the form can be found at the same web site listed above. Once completed, this form must be submitted, either electronically, via USPS, or in person, to the Heron Shores Management Agent (Keys-Caldwell).

Once this form is submitted, all members of the Architectural Review Committee will evaluate your request using such criteria as: Does this request meet the standards of the covenants? Will the result of the request match or improve the current conditions of the neighborhood? Is the request complete, detailed, thorough, and clear to the reader? These are a few of the things used to determine the merits of each request.

The committee may find it necessary to visit your property to see first-hand what is being proposed. We may call you or ask for further written clarification. The board will then vote, within 30 days, and a decision of "Initial Acceptance" will be made. The board will meet on the third Friday of each month, as needed to address ARC form requests. Once your request is initially accepted, you will be notified and work may begin. When you have notified the Architectural Review Committee that work has been completed, the committee will inspect the project within 72 hours (or as soon as practically possible). The purpose of the inspection is to be sure the final product does not deviate from the details of the proposal. You will be notified of the results of the inspection either by the USPS, telephone, or email. If rejected, the board will state the reasons for the rejection. You may then submit a new request, and the process will start over. Please contact any board member for questions pertaining to this procedure.