



# ARCHITECTURAL MODIFICATION REQUEST PROCEDURE

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 Architectural Review Committee (ARC) 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 for everyone. Article V, Land Use Provisions of the Covenants clearly states items covered by the ARC.

All homeowners should have a copy of the Covenants and Deed Restrictions. When the Covenant, By Laws and Articles of Incorporation were revised in 2018, each property owner received a copy of these three documents. When your property is sold, these documents should be left for the new owner. If you have misplaced your copy, or never received one, you may visit the Master Association's web site to reference the document or to print your own copy. The location of these documents is: <http://eastvillageofvenice.com/meadow-run.html>. Look under "Documents."

Homeowners typically paint their homes, change landscaping, install new windows, invest in a new roof, and so on. Before making any changes to the exterior of your home, please complete an Architectural Modification Request form. A copy of the form can be found at the same location listed above, and once completed, may be submitted electronically, via USPS or in person to Sunstate Management.

Once the form is submitted, members of the ARC will evaluate your request using such criterion as: How does this request meet the standards of the Covenants and policies? Will the result of the request match the current conditions in the neighborhood? How does the request meet the nine principles of the Florida Friendly Landscaping Program? These are a few of the things used to determine the merits of each request.

The ARC may find it necessary to visit your property to see first-hand what is being requested. You may be contacted for clarification. At a fully announced meeting the ARC will then vote, and a decision of 'Initial Acceptance' will be made. Once your request is initially accepted, you will be notified and work may begin. When the project completion date has passed, member(s) of the ARC will inspect the project. The purpose of the inspection is to be sure the final product does not deviate from the details of the proposal. Either the ARC or Sunstate Management will inform the homeowner of decisions as soon as possible, by USPS, telephone or via email. If 'Rejected,' where possible, the ARC will comment on what led to that decision. The homeowner may then submit a new modification request, and the process will begin again.

If you have questions pertaining to Architectural Modification Requests, please contact Sunstate Management. 941-870-4996.

Terri Lagana  
Architectural Review Committee Chair  
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