

**PLEASE READ BEFORE SUBMITTING YOUR REQUEST THROUGH
THE FOLIO ASSOCIATION MANAGEMENT PORTAL**

In order for the ACC Committee to review your improvement request, you must submit the following information:

- **Current picture of the home or the area you are enhancing or making a change to.**
- **Picture of color, style, materials being used (See detailed list below).**
- **Property survey (See detailed list below).**
- **Vendor Proposal (If not being completed by the owner).**

Once we have received all documents needed the committee or board will review your request and once approved, we will send you an approval email stating as such.

The following is a list of common change requests and the required documentation needed for each:

Screen Enclosure

- Vendor proposal (**must state the color of the enclosure and screening**)
- Property survey (**marking where the lanai will be**)
- Current photo of the area
- Mock photo or drawing of the proposed lanai (**ask vendor**)

Fence

- Vendor proposal
- Photo of the fence you are installing
- Property survey (**marking where the fence will be installed on the property**) not the one shown on the vendor proposal.

Back Patio

- Vendor proposal
- Photo of pavers or materials to be used
- Current photo of the area
- Property survey (**marking where the patio will be located on the lot**)not the one shown on the vendor proposal.

Tree Replacement

- Property survey (**marking where the trees will be located**)
- Vendor proposal (**if hiring someone**)
- Photo of the current tree

If you are replacing a tree it must be a county approved tree

Front Door / Garage Door

- Vendor proposal **(if hiring someone)**
- Photo of the current door
- Photo or picture of the door you are looking to install
- Current photo of the home

Exterior Lighting

- Vendor proposal **(if hiring someone)**
- Current photo of the area
- Picture of the light fixture

Solar Panels

- Vendor proposal
- Diagram of the solar panel placement on the roof
- Current photo of the home
- Property survey

Landscaping Curbing

- Vendor proposal
- Current photo of the area
- Current photo of the home
- Property survey **(marking where the landscape curbing will be placed)**
- Color photo of the curbing

Pool

- Property survey **(marking where the pool will be located on the lot)**
- Vendor proposal
- Current photo of the area
- Drawing showing the pool design and setbacks
- Photos of pavers or patio surface
- Photo of pool screen enclosure **(if the homeowner does not have a fence)**

Architectural Changes FAQ

Q: How Long does it take to approve or deny my request?

A: Your association's documents determine the amount of time the ACC Committee has to review the improvement request. Typically, the ACC Committee has 30 days to review an improvement request after all of the requested documents have been submitted to them for review, but the time allowed may be longer or shorter than that. You will be notified of the approval or denial when the response has been received from the committee.

Q: What if I don't submit a request?

A: You should not begin work on improvement without written approval from the ACC. If any

changes are made without approval, you may be required to remove the project from the property. Any unapproved changes could also result in violations and fines on your account depending on your association's policy. If you've already completed a project without approval, please submit an improvement request above.

Q: Who reviews my request?

A: Each community has an Architectural Control Committee, aka ACC or ARC. This committee is a group of volunteers, usually appointed by the board of directors, who typically reside within the community, and whose purpose is to preserve and enhance the community's appearance, character, overall aesthetic, and property value. They do this by reviewing ACC requests to ensure these requests are in compliance with the Declaration of Covenants, Conditions, and Restrictions (DCCRs). Folio Association Management acts as the liaison between homeowners and the ACC Committee. We obtain all the required information from the homeowner (listed above) and submit the request to the ACC Committee for review. Property Improvement Requests are submitted through the website and reviewed by the Community Coordinator or your designated manager to make sure the request has all the required information before it is sent to the ACC Committee for approval or denial.