

WEXFORD ON THE GREEN HOMEOWNERS ASSOCIATION, INC.

Architectural Review Committee (“ARC”) Guidelines

Any change to the outside of your home requires an ARC

- ❖ Project request must be completed on the attached ARC Form and submit to david@sunstatemanagement.com during business hours Monday through Friday.
- ❖ The ARC will issue an approval, approval with stipulations, or a denial to the homeowner within 30 days of receipt of request. If additional information is required from the homeowner or contractor, the ARC will issue the homeowner a request for additional information. Please note that the review process will not commence until all information is received.
- ❖ Requests that are not approved by the Committee will include reasons and recommendations, as appropriate and will be based on the Watercrest documents and parameters listed above and not on personal taste.
- ❖ An appeal of a decision may be submitted to the ARC in writing or email by the applicant and will be considered & responded to within 30 days by the ARC.
- ❖ Project must be compliant with the Declaration of Restrictions for Wexford.
- ❖ Work requiring construction, including but not limited to, pool &/or cage installation, extended lanai or home additions, must be performed by Florida licensed and insured contractors.
- ❖ Damage to persons or property, and the repair thereof, associated with the requested project is the sole responsibility of the homeowner and/or Contractor.
- ❖ Project may not have negative impacts to or infringe upon community common areas and/or community drainage plans.

INSTRUCTIONS FOR APPROVAL AND WAIVER OF RESPONSIBILITY

This ARC request **MUST** be completed and agreed to by the homeowner and submitted to the Architectural Review Committee (ARC) through Sunstate Management.

- THE ENTIRE FORM MUST BE FILLED OUT AND SIGNED BY THE HOMEOWNER.
- A COMPLETE DRAWING OF ALTERATION (if any) **MUST** BE SUBMITTED WITH THE REQUEST FORM
- ALTERATION OR CHANGE **SHALL NOT COMMENCE** UNTIL AFTER RECEIPT OF WRITTEN APPROVAL FROM THE ARC.
- A DENIED REQUEST FORM MAY BE RESUBMITTED, OBSERVING CHANGES RECOMMENDED BY THE ARC.
- PER THE GOVERNING DOCUMENTS: OWNERS ARE RESPONSIBLE FOR THE WORK/ACTION OF PERSONS UNDER THEIR EMPLOY, DIRECTION OR AUTHORITY. PLEASE SUPERVISE THE WORK TO ENSURE THAT DAMAGE TO COMMON AREAS DOES NOT OCCUR OR IS CORRECTED **IMMEDIATELY**.
- THIS REQUEST WILL EXPIRE WITHIN 90 DAYS IF THE WORK HAS NOT BEEN STARTED
- ALL WORK PROJECTS MUST BE COMPLETED WITHIN A REASONABLE TIME FRAME.
- THERE SHALL BE NO OR MINIMAL INTERRUPTION TO THE IRRIGATION SYSTEM. ANY INTERRUPTION MUST BE CORRECTED **IMMEDIATELY**.
- THE HOMEOWNER WILL BE RESPONSIBLE, AT THEIR EXPENSE, FOR ANY DAMAGE TO THE IRRIGATION SYSTEM AS A RESULT OF THIS REQUEST. ANY AND ALL REPAIRS MUST BE DONE **IMMEDIATELY**.