

Procedure for Homeowners - Architectural Improvements (ARC) and WORK ORDER FORMS

DATE: April 7, 2020

FROM: Curlew Landings HOA and Ameri-Tech Property Management, Inc.

TO: Curlew Landings Homeowners

RE: Procedures for having work done in Curlew Landings.

There are (2) different categories and form

(1) Work Orders

(2) Architectural Review

1) Work Orders are requests to have maintenance or repairs done, by the HOA.

2) Architectural Reviews are requests for making improvements to the interior or exterior of your home that require prior approval and/or permits, from the City of Dunedin.

A separate form for each type of request is available at our website www.curlewlendings.org

The following is an outline of the processes:

WORK ORDER FORM

A WORK ORDER FORM (<https://www.curlewlendings.org/work-order-form>) needs to be submitted by homeowner to Ameritech via the online form. Additional files or photos can be emailed to Michael Diorio at Ameri-tech at mdiorio@ameritechmail.com . This may concern issues with the outside of units, pool, grounds or clubhouse. Ameri-tech will deal with this request and inform the board if any decisions by the board need to be determined concerning this request.

ARCHITECTURAL REVIEW FORM

1) Homeowners wanting to do improvements, remodeling, or additions must submit an Architectural Review online form (<https://www.curlewlendings.org/arc-form>) OR you may copy and fill out the form below. Prior to submitting, research local information at www.dunedingov.com to determine what is required. Select Code Enforcement at the top of page then select Permitting FAQs on left side of page.

2) ANY project that *involves structural construction or moving of mechanical* (electric, plumbing, HVAC); replacing windows/doors, HVAC system, water heater or garage door requires a permit from the City of Dunedin. Note: Typically, the licensed contractor will acquire the proper permits, on behalf of the home owner.

3) ALL Architectural Reviews from homeowners must be submitted in writing (e-mail or USPS) to our property management company, Ameri-Tech Property Management, Inc.. Your request will be forwarded to the HOA board members, within the next business day.

4) Your request will be presented to the ARC (Architectural Review Committee) to make recommendations for the HOA.

5) Depending on the type and complexity of the project, a recommendation will be delivered to the HOA board member within 5-7 business days.

Note: Additional information may be required by the ARC (Architectural Review Committee), prior to approval or any work commencing.

6) The homeowner will be notified in writing (e-mail or USPS) within 1-3 business days. This will come directly from the HOA board, upon their approval.

7) Homeowner will be required to provide the HOA a liability insurance policy with "Curlew Landing HOA" as an additional insured, prior to any work commencing.

8) In the event there is an emergency replacement needed (i.e. broken air conditioner, water heater, garage door), which do require permits, this type of work can be completed, at time of need. The contractor will typically pull permits for this type of work and have done the same day.

9) Please make sure the contractor has the City of Dunedin do a final inspection and provides you with a copy of the closed permit. Please send a copy of this permit to the ARC to complete the procedure.

Resident Name: _____

Resident Address: _____

Resident Phone Number: _____ Email Address: _____

Provide a Brief Description of Addition, Alteration, Improvement, or Planned Change:

Please use additional sheets if necessary for complete description of change and include as needed:
Survey/Plat Plan, Building Plan, Site Elevation, Drawings, Specifications, Permits, and or Photographs.

Anticipated Project Start Date: Anticipated Completion: _____

Contractor: _____

Contractor Address: _____

Certificate of Insurance: _____

Occupational License #: _____

Resident Affidavit: I have read the covenants and restrictions of the association and agree to abide by such covenants and restrictions. No work will commence without the prior approval of the association.

Signature _____ Date _____

Submit completed form to: Michael Diorio, Ameritech Property Manager via email:
MDiorio@ameritechmail.com

Approved by Committee:

Preliminary Approval, Subject to Review:

Insufficient Information Provided: Request or Change Denied:

Architectural Committee Reviewer:

Review Date: