

**EAGLE RIDGE HOMEOWNER'S ASSOCIATION**

**INDIAN CREEK PHASE VIII**

**Advantage Property Management, LLC**

**1111 S.E. Federal Highway, Ste. 100**

**Stuart, Fl 34994**

**Email to: [advantagepm@advpropmgt.com](mailto:advantagepm@advpropmgt.com)**

**772-334-8900**

**ARCHITECTURAL CHANGE REQUEST FORM**

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Applicant #1:

Applicant #2:

\_\_\_\_\_

Subject Address: \_\_\_\_\_

Phone

(H/C) \_\_\_\_\_

(H/C) \_\_\_\_\_

Contractor information: Name \_\_\_\_\_

Address and phone number \_\_\_\_\_

Use this checklist as a guide when submitting an application:

- All homeowners listed on the property must also be on the application
- This form should be submitted with all the necessary documents to the Property Manager (email [advantagepm@advpropmgt.com](mailto:advantagepm@advpropmgt.com))
- Provide product information including size, style and color of products to be used
- Use a copy of your survey (plot plan) to show the location of the proposed project
- Where applicable, please include drawings and all pertinent information necessary to provide a clear representation of your project so an informed decision can be made
- When a Contractor is used, we need a copy of their license and proof of current insurance. The insurance policy copy should have the homeowner's name and address in the lower left corner (NOT the HOA information)
- When the homeowner intends to conduct the work, an Owner Builder Affidavit Form must be submitted with this application (see form attached)

**DESCRIPTION OF REQUEST:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The ACC will automatically reject the application if all required information is not provided either, as requested, or at the time of submission. **The date of submission is considered the date a complete form AND all requested supporting documentation is submitted.** The ACC will review the application and either approve, modify or disapprove in writing **within thirty (30) days after receipt of the completed submission.** If rejected, you have the right to appeal to the Board of Directors. Should you require additional information please contact, Advantage Property 772-334-8900.

The undersigned acknowledges that they have read this application and understand that approval is not granted for the item(s) requested until you receive the signed approval.

Applicant’s Signature \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_

Architectural change requests, conditions of approval, will be in compliance with association documents. Any work that is conducted without an approved ACC application and/or deviates from an approved application or otherwise governed by Association Documents will be subject to removal/alteration as directed by the Board and subject to fines levied.  
Screen frames and doors must be white and the screens themselves must be bronze or charcoal. All exterior aluminum must be white.  
All windows must have white grids except for patio doors, picture windows or windows facing the rear of property. No window or wall a/c units are permitted.  
The applicant/owner shall bear full responsibility for any damage caused to common areas, other homeowners property or other areas maintained by the association.

- APPLICATION:
- ☐ APPROVED
- ☐ APPROVED WITH CONDITIONS LISTED BELOW
- ☐ REJECTED

ADDITIONAL CONDITIONS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACC Comm. Member Signature

\_\_\_\_\_Accept:\_\_\_\_\_Reject:\_\_\_\_\_

ACC Comm. Member Signature

\_\_\_\_\_Accept:\_\_\_\_\_Reject:\_\_\_\_\_

ACC Comm. Member Signature

\_\_\_\_\_Accept:\_\_\_\_\_Reject:\_\_\_\_\_

Property Owner:\_\_\_\_\_

Address: \_\_\_\_\_

## **IMPORTANT INFORMATION ABOUT PAINTING**

No colors will be grandfathered. You may repaint your home, trim, driveway the same color it is currently. However, if you wish to change the colors you must pick from the below authorized options. Not mandatory but helpful information you should know before you paint; When changing the paint color of your house, if you do not use an exterior primer before you paint your chosen color, it will not look the same as the paint chip. Driveways are particularly difficult to maintain due to the multiple layers of different types of paint used over the years. It is not required, but it is suggested, to get the longest life out of your painted driveway you can have the concrete sandblasted (or whatever removes the paint down to the concrete) Then use a Xylene paint and do not drive on or park on the driveway for 3 to 5 days until cured. This helps keep the paint from pulling up and peeling, it also helps deter tire marks and stains.

Sherwin-Williams Paint. Please circle your choice and submit to the property manager for ACC review.

### **House Colors 1 - 8: Trim Options:**

#### **PICK ONE:**

1. Unusual Gray  
(7059/237-C3)

Dover White  
(6385/261-C2)

Sedate Gray  
(6169/211-C1)

Ibis White  
(7000/260-C2)

2. French Moire  
(9056/173-C3)

Dover White  
(6385/261-C2)

Sedate Gray  
(6169/211-C1)

Ibis White  
(7000/260-C2)

3. Sedate Gray  
(6169/211-C1)

Dover White  
(6385/261-C2)

Unusual Gray  
(7059/237-C3)

Ibis White  
(7000/260-C2)

4. Stone Lion  
(7507/248-C3)

Dover White  
(6385/261-C2)

Sedate Gray  
(6169/211-C1)

Ibis White Sand Dollar  
(7000/260-C2) (6099/201-C1)

5. Mellow Coral  
(6324-114-C2)

Dover White  
(6385/261-C2)

Sedate Gray  
(6169/211-C1)

Ibis White Sand Dollar  
(7000/260-C2) (6099/201-C1)

6. Jersey Cream  
(6379/130-C1)

Dover White  
(6385/261-C2)

Sand Dollar  
(6099/201-C1)

Ibis White  
(7000/260-C2).

7. Colonial Revival  
Green Stone (2826)

Dover White  
(6385/261-C2)

Sand Dollar  
(6099/201-C1)

Ibis White  
(7000/260-C2)

8. Ibis White or Dover white  
(7000/260-C2) (6385/261-C2)

Unusual Gray  
(7059/237-C3)

Sedate Gray  
(6169/211-C1)

Dover or Ibis Sand Dollar  
(6385/261-C2) (6099/201-C1)  
not same as base

### **FRONT DOOR OPTIONS PICK ONE:**

1. Stardew  
(9138/221-C3)

2. Positive Red  
(6871/101-C7)

3. Extra White  
(7006/257-C1)

4. Tricorn Black  
(6258/251-C1).

5. Silken Peacock  
(9059/CR8)

6. Butter Up  
(6681/135-C2)

7. Espalier  
(6734/150-C7)

**GARAGE DOOR:** White Only (7006/257-C1)

**DRIVEWAY OPTIONS:** 1. Sun Buff (Porter Paints on US1) 2. Bombay HC133 (Sherwin-Williams)

**This form below must be Notarized and Submitted for owner/builder projects when not using a licensed contractor or when doing the work yourself:**

**EAGLE RIDGE HOMEOWNER'S  
ASSOCIATION  
OWNER/BUILDER AFFIDAVIT & DISCLOSURE STATEMENT FORM  
Florida Statutes, Chapter 489.103(7)**

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The provisions of Florida Statutes Chapter 489 require construction to be performed by a licensed contractor. You have applied for a permit under an exemption to the law under Chapter 489.103 (7). The exemption allows you, as the owner of your property to act as your own contractor even though you do not have a license. Provided you comply with the following stipulations outlined below. **YOU MUST PERFORM OR SUPERVISE THE CONSTRUCTION YOURSELF.** County Ordinances require that all permit recipients possess technical knowledge to personally supervise all permitted work.

Please carefully read the Disclosure statement below, prior to signing. If these rules are violated the Eagle Ridge Homeowner's Association shall withhold final approval, revoke the approval or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the approval issued.

**DISCLOSURE STATEMENT**

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder approval under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
3. I understand that the building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
4. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
5. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
6. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand to follow these laws may subject me to serious financial risk.

9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes and zoning regulations.

10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at (805) 487-1395 or [www.myfloridalicense.com/dbpr](http://www.myfloridalicense.com/dbpr) for more information about licensed contractors.

11. I am aware of, and consent to, an owner-builder building approval applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address:

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12. I agree to notify the Eagle Ridge Homeowner's Association immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in a civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

### OWNER/BUILDER AFFIDAVIT & DISCLOSURE STATEMENT FORM

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Signature

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Print Name

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Date

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Florida Driver's License No.

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#### **NOTARY PUBLIC**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by

\_\_\_\_\_ who produced \_\_\_\_\_ as identification and who did (did not) take an oath.

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Signature

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Printed Name

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Date Serial No. \_\_\_\_\_

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Commission Expires \_\_\_\_\_