

**ARCHITECTURAL REVIEW APPLICATION**  
**Brookwood Homeowners Association, Inc.,**  
**c/o First Coast Assoc. Management 11555 Central Parkway**  
**Suite 801, Jacksonville, FL 32224**  
**(904) 998-5365**  
**Fax - (904) 998-5366**

\*A survey map and detailed description of the proposed project is required with each application\*

**SUBMIT TO:**

**First Coast Assoc. Management, 11555 Central Parkway, Suite 801, Jacksonville, FL 32224 Via mail, (904) 998-5366 via Fax OR**  
**[anna@firstcoastam.com](mailto:anna@firstcoastam.com) via email.**

**\*\*Deadline for application submittal is one week prior to the regularly scheduled monthly ARB Meeting\*\***

From: Property Owner: \_\_\_\_\_ Lot \_\_\_\_ Phase \_\_\_\_ Date: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address (if different than property address): \_\_\_\_\_

\_\_\_\_\_ Fence Plan and Detail (Submit 1 copy of survey with fence location sketched onto it; submit color sample denote type, height)

\_\_\_\_\_ Exterior Color Selections (Attach color chip samples, denote body, trim and roof colors. Include photos of current exterior of home)

\_\_\_\_\_ Pool Plan and Detail (Attach 1 copy of survey with pool location sketched on it.) \*Note: All pools must be screened or fenced. All plans must be submitted with pool. Include photos of current exterior of home

\_\_\_\_\_ Screen Room or Addition (Attach 1 copy of survey showing footprint, color and material, all elevation drawings and landscape plan.)

\_\_\_\_\_ Play Equipment (Attach 1 copy of survey with location of equipment indicated, photo of play equipment and proposed landscape plan.)

\_\_\_\_\_ Landscaping (Include Survey and attach 1 copy of proposed landscape plan.)

\_\_\_\_\_ Other: \_\_\_\_\_

**The Declaration for the Brookwood HOA requires the Architectural Review Committee (ARC) to make a decision on an application within 10 working days of submission. The ARC meets regularly one time a month. Applications received more than 10 working days prior to the monthly meeting will be denied and must be resubmitted within that 10-day period unless the owner waves the 10-day response requirement. By signing below, you hereby waive the requirement for a response within 10 working days of submittal and agree to a decision on this application to be made at the regularly scheduled monthly meeting of the ARC.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do Not Write Below This Line

FROM: Architectural Review Committee,

Your application is approved/disapproved subject to the following conditions, if any:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Approved work must be completed within 30 days of approval.**

If architectural review requires a consultation with an engineer, architect or other professionals, the homeowner will be responsible for costs incurred

Note: These plans have been reviewed for the limited purpose of determining the aesthetic compatibility of the plans within the community. These plans are approved on a limited basis. No review has been made with respect to functionality, safety, and compliance with governmental regulations or otherwise and any party with respect to such matters should make no reliance on this approval. The approving authority expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty.

THE FOLLOWING APPLIES TO THE CONSTRUCTION OF POOLS, SCREENS AND ROOM ADDITIONS:

This approval concerns only your architectural and/or landscape plans. You are still responsible to obtain whatever easements, permits, licenses and approvals which may be necessary to improve the property in accordance with the approved plans. This approval must not be considered to be permission to encroach on another property owner's rights to use and enjoy all possible property rights. Approval of the plans does not constitute a warranty or representation by the Architectural Review Board or any developer or landowner that the proposed improvements will be consistent with the development plans of any other landowner.

In addition, this approval does not in any way grant variances to, exceptions, or deviations from any setbacks or use restrictions unless a specific letter of variance request is submitted and the party entitled to enforce such setbacks or restrictions issues a specific letter of "variance approval". This approval does not constitute approval of any typographical, clerical or interpretative errors on the submitted plans.

Compliance with all applicable building codes is the responsibility of the general contractor and the owner and not that of the Architectural Review Board or any developer. **The Owner is responsible for positive drainage during and after the construction of the lot. No water drainage is to be diverted to adjoining lots, common areas or wetlands. The Owner is responsible for informing the primary contractor.**

Compliance with all approved architectural and landscaping is the responsibility of the Owner of legal record, and any change to the approved plans without prior Architectural Review Board approval subjects these changes to disapproval and enforced compliance to the approved plans may result.