

# SUMMERFIELD CIVIC ASSOCIATION

## ARCHITECTURAL / LANDSCAPE CHANGE REQUEST

Change Requested by: (Please Print)

**SUBMIT TO SCA OFFICE**

Name:	Date:
Address:	Phone:

**1. PROJECT INFORMATION:** The Architectural/Landscape (A/L) Manual and Change Requests are available at [www.summerfield55.org](http://www.summerfield55.org) or in the Clubhouse hallway.

**ARCHITECTURAL CHANGES:** refer to: SECTIONS 2.01 through 2.21

**LANDSCAPE CHANGES:** refer to: SECTIONS 3.01 through 3.12

**EXCEPTIONS:** Minor house maintenance and general yard clean-up do not require a Change Request.

**NEIGHBORHOOD CONSIDERATION:** Adjacent property owners need to be contacted regarding the requested change and given a chance to voice their concerns. Any concerns need to be documented and attached to the CR.

Name	Address	Phone

**PROJECT COMPLETION:** This project must be completed within 90 days from date of approval. If not completed, a time extension giving reasons must be requested from the A/L Committee Representative.

**2. PROJECT DESCRIPTION:** Describe the architectural and/or landscape project to be done in this request. Attach detailed drawings, dimensions, paint & roof colors, and other product samples or pictures.


**3. SUB ASSOCIATIONS:** Approval must be obtained from local Association Board for CONDOMINIUMS and TOWNHOUSES prior to submission to A/L Committee.

Association Name or Townhouse Number \_\_\_\_\_ Date \_\_\_\_\_

Authorizing Association Official's Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**LEGAL CONDITIONS**

Although the Board of Directors for Summerfield may review any and all aspects of a proposed Modification to a residential unit in Summerfield pursuant to the Restated Declaration of Conditions and Restrictions for Summerfield Civic Association (the "Declaration"), no approval of the Board of Directors is intended or should be construed to provide any representation or certification that the proposed plans, specifications, design, construction, engineering, modification or alteration is structurally sound. Properly engineered, geophysically appropriate, legally or safely constructed or built according to the applicable building code or land use laws and regulations. Neither the Board of Directors, any member thereof, or the Association shall be liable to any owner, occupant, or other person for any damage or loss suffered or claimed as a result of the construction, existence or failure of the Modification, or for any other claim. Demand, suit or action attributable to or associated with the Modification.

- **Project should not start until approved by the SCA A/L Committee even if approved by a Sub Association.**
- Approval or denial is based on the current A/L Manual.
- I agree to the above requirements and conditions.

**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Allow 7 days for normal approvals and 30 days for Committee approval of requests not addressed in the Manual.

**FOR A/L COMMITTEE USE ONLY**

**COMMITTEE ASSIGNMENTS BY ARCHITECTURAL / LANDSCAPE CHAIRPERSON**

Area \_\_\_\_\_ Committee Representative \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Representative \_\_\_\_\_ Phone \_\_\_\_\_

Project Approved

Project Denied

30-Day Approval Time Extended if Further Committee Review is required

Committee Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL OF YOUR REQUEST IS BASED ON THE CONDITIONS LISTED BELOW:**

All work is to be completed within 90 days of approval of Change Request or approved extension.

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

Committee Representative \_\_\_\_\_ Date \_\_\_\_\_

**REASON FOR DENIAL:**

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

Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

**➔ HOMEOWNER/SUB-ASSOCIATION OFFICIAL: PLEASE NOTIFY THIS A/L COMMITTEE REPRESENTATIVE WHEN YOUR PROJECT IS COMPLETE:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

**COMMITTEE PROJECT SIGN-OFF** \_\_\_\_\_ **DATE** \_\_\_\_\_

Committee file copy

Homeowner copy signed

Sub Association file copy