

Checklist (Required/Applicable Items to Include to Avoid Delay or Denial)

- Copy of official lot survey indicating the location of all alterations (pool, lanai screen enclosures, play sets, landscaping, or other changes), which are clearly marked, drawn to scale, including setback distances from property lines, dimensions of the proposed changes, and measurements of other key attributes.
- Pictures or other illustrations which will help the DRC fully understand and visualize the proposed changes.
- Sample of materials and/or colors of changes to be made.
- Complied with the paint color monotony guidelines.
- Specifications, drawings, and detailed plans from contractor showing details of construction, materials, and colors selected
- Landscaping Plan (Required for pools/spas, screen enclosures and fenced buffers) showing placement of plantings, names and species selected, and the location of the plants to be used.
- Statement that screen enclosures will be white or bronze aluminum with charcoal screening.

Acknowledgments

- ▶▶ The undersigned property owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvement, alterations or additions described herein comply with all applicable law, rule and regulations, code, and ordinances: including, without limitation, zoning ordinances, subdivision regulations, and building codes. The DRC shall have no liability or obligation to determine whether such improvements, alterations and additions comply with any such law, rules regulation, codes or ordinances.
- ▶▶ All approved projects must be completed and inspected by the manager within 6 months of an approval to be compliant. Owner must notify the manager when the project is completed to schedule an inspection. Please log into the website under associagulfcoast.com and complete the electronic form.
- ▶▶ The undersigned property owner also acknowledges and agrees that approvals for all exterior alterations are predicated on the work being inspected to insure it does not violate the Seven Oaks Property Owners' Association Declaration of Covenants, Conditions and Restrictions; Master Design Guidelines; or Neighborhood Design Guidelines.
- ▶▶ If the work done on the exterior of the home does not pass inspection, the homeowner will have to make the necessary corrections or be subject to a \$1,000.00 fine and legal enforcement by the association's attorney. Lakeside, Villas at Edenfield, Villas at Willow Creek, and Villas of Deer Run homeowners must also satisfy the requirements in the Declaration of Covenants, Conditions and Restrictions for their respective HOAs.
- ▶▶ Project and/or work is not on or conducted on an easement(s).
- ▶▶ I understand I am required to restore all property disrupted by pool installation to original elevation and condition repairing any and all damage caused by construction. (Pools Only)

Signature of Owner: _____

Date _____

Submission

After making a copy for your records and including all document outlined above:

- email to aherrick@associagulfcoast.com
- mail or hand deliver form to:
SEVEN OAKS PROPERTY OWNERS' ASSOCIATION, INC.
C/O Associa Gulf Coast
9887 4th Street North, Suite 301
St. Petersburg, FL 33702

If you have questions, contact Amy Herrick: 813-386-2568, aherrick@associagulfcoast.com

DRC Action (Associa and DRC Use Only)

Date Associa Sent to DRC _____

Approved Approved with Conditions Denied Date _____

