

# CITRUS AND PALM OWNERS ASSOCIATION

## EXHIBIT A DRC APPROVAL FORM

### To be completed by the Homeowner:

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

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Submittal Fee submitted: \_\_\_\_\_

Type of Work:  Architectural     Landscape     Hardscape  
(Please check one or more)     Patio Cover     Lighting     Other

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### To be completed by Design Review Committee:

The Design Review Committee has reviewed the proposed Improvements to determine whether they are aesthetically compatible with the architectural scheme of the Community and consistent with the Master Declaration and the Association's Design Guidelines. These plans have not been reviewed for construction, safety, function, views, plant material survivability, privacy, or any and all engineering requirements including, but not limited to, soils, geotechnical, drainage, structural, mechanical or electrical. The Owner understands that he/she must comply with the Association's Design Guidelines and the Master Declaration. The Design Review Committee has not considered whether, and its approval does not indicate that the proposed Improvements are in compliance with applicable laws, ordinances, regulations and codes. The Owner must obtain all necessary building permits for applicable structures from the applicable public agency. Please be advised that the plans and specifications are not approved for (a) engineering design, (b) compliance with zoning and building codes, and other applicable statutes, ordinances or governmental rules or regulations, (c) compliance with the requirements of any public utility, (d) consistency with easements or other matters of record, or (e) preservation of any view. By approving such plans and specifications, the Design Review Committee, the members thereof, the Association, the Board, Declarant, and their respective agents, employees and consultants do not assume any liability or responsibility relating thereto (including, without limitation, any defect in any Improvements constructed from such plans and specifications, or for any obstruction or impairment of view caused or created as the result of any Improvements approved by the Design Review Committee).

Sincerely,

\_\_\_\_\_  
ASSOCIATION

\_\_\_\_\_  
DRC Authorized Representative Signature

\_\_\_\_\_  
Date

# CITRUS AND PALM OWNERS ASSOCIATION

## EXHIBIT A-1 NEIGHBOR AWARENESS STATEMENT

**THIS REQUIREMENT IS APPLICABLE TO FULL REVIEWS.** THE INTENT IS TO ADVISE YOUR ADJACENT NEIGHBORS OF YOUR PROPOSED IMPROVEMENTS. ANY NEIGHBORS WHO MAY REASONABLY BE AFFECTED BY THE IMPROVEMENT MUST BE NOTIFIED. THE OPINIONS OF ADJACENT NEIGHBORS WILL BE CONSIDERED; HOWEVER, ARE BY NO MEANS DISPOSITIVE ON THE ULTIMATE DECISION OF THE ARCHITECTURAL COMMITTEE. THE ARCHITECTURAL COMMITTEE SHALL CONVENE TO DISCUSS PROPOSED IMPROVEMENTS. THIS SECTION MUST BE COMPLETED.

NAME & ADDRESS  
DAY PHONE

SIGNATURE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

# CITRUS AND PALM OWNERS ASSOCIATION

## EXHIBIT B DRC NOTICE OF COMPLETION FORM

Page 1 of 2

Owner shall complete the following:

*I hereby certify that all work has been completed and done in substantial compliance with the approved plans and specifications and the Design Guidelines.*

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

Name: \_\_\_\_\_

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

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

Type of Work:  Architectural     Landscape     Hardscape  
(Please check one or more)     Patio Cover     Lighting     Other

SUBMIT PHOTOGRAPHS OF ALL INSTALLED IMPROVEMENTS  
(PLEASE DO NOT WRITE BELOW THIS LINE)

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The Design Review Committee conducted the Final Inspection by:

\_\_\_\_\_ Reviewing the Homeowner submitted photographs    \_\_\_\_\_ Conducting a site visit

The Design Review Committee recommends the following:

\_\_\_\_\_ APPROVED: Final inspection is complete and the Improvements are in substantial conformance with the approved plans and the Design Guidelines.

\_\_\_\_\_ DISAPPROVED: The Improvements are **not** in substantial conformance with the approved plans, specifications and/or Design Guidelines. The Applicant must complete/modify/remove the items noted below on Exhibit B-1. After all items have been corrected, submit to the Property Manager photographs of revised construction.

\_\_\_\_\_ Design Review Committee

\_\_\_\_\_  
DRC Authorized Representative Signature

\_\_\_\_\_  
Date

