



Ocean Village Villas Homeowners Association

Checklist For Submitting an ARC Improvement Request Form

(Yes) (No) (N/A)

Improvement Request Form – Must be signed by Homeowner.

____ Submit one (1) copy of specific drawings by the builder/contractor showing the exact design of the proposed exterior modification. For clarity, an exterior modification includes but is not limited to a permanent addition, a Florida Room or a screened enclosure, replacing windows or moving windows to install doors, patios, driveways, and all landscaping.

____ Dimensions and Elevations: Plans should state the exact specification as to height, width, depth and composition of any construction or exterior modification.

____ Material List (i.e. wood, acrylic, glass, pavers, types of plants, etc.)

____ Submit one (1) copy of your warranty deed.

____ Submit one (1) copy of the Original Survey (this was received with your closing documents.) On your survey, please illustrate in detail the proposed changes or additions to your property and indicate the exact location of these changes, clearly highlighted in red.

____ Please submit copies of the professional licenses and certificates of insurance of all contractors involved in your project. You may check the list at the OVV HOA Office to see if your contractor(s) have already provided this documentation in the past, in which case there is no need to submit them again.

The Form will be returned without approval if it is not completed in its entirety.

IMPORTANT NOTE: ARC Approval, City of Ormond Beach Permits and Variances, and Contractor documentation must be received by the OVV HOA office prior to the start of any work.

Improvement Request Form

The OVV Architectural Review Committee (ARC) meets on the 3rd Monday of each month if there is an improvement request for them to consider. Please allow the ARC sufficient time to consider a request by submitting it at least 10 days before a scheduled ARC meeting. The ARC can and will meet outside the set schedule if required and will post the change 24-hours in advance of the ad hoc special meeting.

Please Print

Name: _____ Date: _____

Ocean Village Villas Property Address: _____

Home/Mailing Address: _____

Primary Phone: _____

Other Phone: _____

Email Address: _____

Important note for members receiving approval by email:

If we have your email address, your ARC approval will be sent to you via email in order to save time. PLEASE REMEMBER to check the "spam" or "junk email" folders of your email account as your approval will most likely be there if you have not already added us to your "approved sender" or "contacts" list.

When you receive your approval, please:

1. Confirm receipt by return email to oceanvillagevillas@gmail.com; and
2. Print the approval, sign and return it to Ocean Village Villas HOA, 635 Flamingo Dr., Ormond Beach, FL 32176.

Note:

1. ARC requests from owners with delinquent accounts will be held in abeyance until the owner's account is current.
2. The owner understands and acknowledges that no work shall commence until they receive written ARC approval, as well as City of Ormond Beach permit and variance (when necessary).
3. Construction must be completed within six (6) months of approval by the ARC unless an extension is requested in writing.
4. The Owner is responsible for the timely removal of any construction debris.
5. Construction must meet all zoning, building codes, and any applicable ordinances or laws of the city and county. City approvals include the removal of trees. For further information concerning these matters, call the City of Ormond Beach Planning Department at 386-676-3233.
6. Where applicable, utility easements are to be marked before any excavation is started. This service is provided free by FPL and is required to insure your safety. For location of underground telephone, cable, electric, gas, water and sewer lines as well as irrigation piping, please call the City of Ormond Beach City Engineer at 386-676-3269 at least 72 hours before any digging is started. Be Safe!
7. Misrepresentation of any information in this request may void approval by the ARC.
8. All requests must conform to our ARC Guidelines. Any requests that conflict with our guidelines will not be approved.
9. All ARC Improvement Approval requests must be made and submitted by the homeowner of record.
10. By signing below (on page 5), I acknowledge that I have read and understand the ARC Guidelines (ARC Handbook) and that this proposal meets the requirements and standards specified in the ARC Guidelines.

Describe in your own words what you want to do on your property. Please describe in detail the proposed changes or additions to your property and indicate the exact location of these changes. Please provide more detail rather than less so the ARC can reach a consensus. Remember, they are not mind readers.

I understand that the Committee will meet to consider this request within (30) thirty days of receipt and contact me in writing or by email regarding their decision. I agree not to begin construction/installation without written approval from the Committee, I understand that all construction shall meet City/County code, and that Committee approval does not override City/County codes, but rather, is intended to work in conjunction with them.

Homeowners Signature: _____

Date: _____

Estimated Start Date: _____

Estimated Completion Date: _____

RETURN COMPLETED FORM TO:

Ocean Village Villas Homeowners Association
635 Flamingo Drive
Ormond Beach, FL 32176

OFFICE USE ONLY:

Date: _____

Received By: _____

Forwarded To Committee: _____

COMMITTEE USE ONLY:

Committee Comments/Suggestions: _____

Release Form for Contractors

Please Print

If you would like your contractor to be able to access information regarding your request please fill out the release form below.

Note: OVV HOA will not release any information to your contractor unless this form is filled out and signed by Homeowner.

I, _____ [name], give permission to Ocean Village Villas Homeowners Association to release information about my submitted request to my contractor, _____.

The request is for a _____ [project]
at the following property _____ [street]
address], Ormond Beach, FL 32176.

Homeowner Signature: _____ Date: _____