



# TREASURE COVE

## Homeowners Association

### Architectural Review Committee

### ARCHITECTURAL REVIEW APPLICATION

Date Received: _____
Application No. _____
Date Responded: _____

1. NAME: (Please Type or Print): \_\_\_\_\_

2. HOUSE NUMER OF PROPOSED CHANGE: \_\_\_\_\_

3. HOUSE STYLE AND COLOUR: \_\_\_\_\_

4. HOME TELEPHONE: \_\_\_\_\_

WORK TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

5. GENERAL DESCRIPTION OF PROPOSED CHANGE: Provide a description of the proposed change, including the purpose or reason for the change, the type and colour of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. ESTIMATED STARTING DATE OF CONSTRUCTION: \_\_\_\_\_

7. ESTIMATED COMPLETION DATE: \_\_\_\_\_

8. Owner acknowledges that he is familiar with the architectural review requirements and procedures for the Treasure Cove Homeowners Association.

9. Owner understands that the authority to perform an alteration granted by this application will automatically expire if the work is not commenced within 6 months from the date of approval. Moreover, Owner(s) agree to honour any deadlines established by Committee for the completion of the proposed improvements referenced herein.

10. Owner agrees to store construction materials only on his own property, rather than on common areas, easements or parking areas, to bear the cost of repairing any damage caused to such areas, and to remove all unused materials from public view within 7 days following the completion of work.

Owner's Signature & Date: \_\_\_\_\_

Owner's Signature & Date: \_\_\_\_\_

Owner's Signature & Date: \_\_\_\_\_

(Owners include ALL persons listed as owners of the property)

DATE RECEIVED BY ARCHITECTURAL REVIEW COMMITTEE: \_\_\_\_\_

**Application Review Results**

Action Taken (check one):             Approved                     Not Approved  
 Approved As Noted                     Additional Information Required (see below)

**Minimum of three ARC members required unless otherwise allowed by published policy.**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Post Construction Review Required: \_\_\_\_\_ Certificate of Compliance Required: \_\_\_\_\_ (check applicable)

**Comments and Requirements as Noted for Approval**

- |   |   |
|---|---|
| <input type="checkbox"/> Copy of Building Permit Required | <input type="checkbox"/> Colour Chips or Colour Sample Required |
| <input type="checkbox"/> Copy of Land Survey Required     | <input type="checkbox"/>  |

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

**APPLICATION SUBMITTAL**

- Please Mail or Deliver TWO copies of the application and supporting documents to the Architectural Review Committee at address below.
- DO NOT INCLUDE ORIGINALS, AS THEY WILL NOT BE RETURNED. ALL PAGES MUST BE LEGIBLE COPIES. FAXES ARE NOT ACCEPTABLE.
- ONLY PAGE ONE AND TWO OF THE APPLICATION MUST BE SUBMITTED FOR REVIEW AND APPROVAL.

Marcia Fawkes Treasure Cove Homeowners' Association PO Box EE-15525 Nassau, N. P. Bahamas email: tchaoffice@gmail.com	
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## REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:

The supporting documentation listed below must accompany this architectural review application, as applicable for the proposed change. An application submitted without all required submissions would be considered incomplete. In such case, the Architectural Review Committee's 30-day review period will not commence until all required submissions have been provided.

**A. Paint or Stain Colours** - A sample and model number of the colour(s) to be used must be provided, both for repainting or re-staining existing modifications and for structural additions, together with a list of existing paint colours on the house or appurtenant structures which will remain unchanged.

**B. Finish Materials** - A description and/or sample of all finish materials to be used for the exterior surface of proposed modifications must be provided.

**C. Site Plan, Survey or Plot Plan** - A site plan, drawn to scale, showing the location and dimensions of the proposed modification, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.

**D. Architectural Drawings and Landscape Plans** - Detailed architectural drawings or plans must be provided for decks, storage sheds, any structural additions to the home and major landscape modifications which would change the topography of the lot or landscape plan originally provided by the builder.

**E. Photographs** - The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.

**F. Other Exhibits** - Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Architectural Review Committee prior to the submission of an application.

**F. Contractor Estimate or Proposal** – Contractors and vendors that you may use for modifications generally provide an estimate or proposal for the work to be performed. In many instances, these documents contain a majority of the information required by the Architectural Review Application. It is recommended you attach these documents to the application. The Architectural Review Committee is not interested in the cost of your project. The cost may be obscured on any documents included.

**F. Building Permits** – Copies of building permits when required by law must be supplied to the Architectural Review Committee before the commencement of the project.

## NOTES

A. Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of the Building Codes and Zoning Requirements of The Bahamas, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.

B. Where required, appropriate building permits shall be obtained from the Ministry of Works and Utilities prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.

C. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Review Committee.

D. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, owner understands that any legal expense associated therewith may be the responsibility of Owner.

E. Owner agrees to give the Architectural Review Committee, its designees and/or Managing Agent, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the completed project.

F. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.