

*Bent Tree POA Inc.*  
c/o Campbell Property Management  
401 Maplewood Drive #23  
Jupiter, FL 33458  
(561) 203-7910 Fax (561) 277-2481

PLEASE RETURN FORM TO: JUPITER@CAMPBELLPROPERTY.COM

**REQUEST for ARCHITECTURAL MODIFICATIONS**

***IMPORTANT:*** ARC APPLICATIONS MUST BE SUBMITTED PRIOR TO THE ARC MEETING WHICH IS HELD ON THE 4<sup>TH</sup> WEDNESDAY OF EACH MONTH IN ORDER TO BE REVIEWED PRIOR TO PRESENTATION TO THE BOARD FOR FINAL DECISION.

Owner(s) Name: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Approval is hereby requested to make the following modification(s) as described and depicted below and on additional pages as necessary. Please include such details as dimensions, materials, color, design, size, location and other pertinent data to help expedite the approval process.

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

**REQUIRED ATTACHMENTS:**

\_\_\_\_\_ This form completed in full and signed and dated by unit owner.

\_\_\_\_\_ Survey must include any additions, alterations or structural changes. Survey must clearly note any easements that may be encroached upon & obtain approval from applicable parties.

\_\_\_\_\_ Provide pictures of item(s) you are requesting approval for.

\_\_\_\_\_ Contract/Proposal from contractor performing work (as applicable), including license and current Insurance **THE HOMEOWNER NAME AND ADDRESS IS RECOMMENDED AS THE CERTIFICATE HOLDER ON THE CERTIFICATE OF INSURANCE.**

\_\_\_\_\_ Written approval of neighbors if access is required utilizing their property.

**TERMS OF AGREEMENT TO PERFORM WORK:**

- \_\_\_\_\_ 1. NO WORK may be commenced prior to the approval of the ARC (Architectural Review Committee) and Board of Directors.  
 Owners  
 Initials
- \_\_\_\_\_ 2. If the modification is not approved or is not completed as approved, said approval can be revoked and the modification will be required to be removed immediately by the owner at owner's expense. If owner fails to perform this within 30 days of notice to remove by Bent Tree POA may have the work performed at owner's expense.  
 Owners  
 Initials
- \_\_\_\_\_ 3. Owner is responsible for payment of and repair to any and all damages done to common areas and neighbor's property as a result of work being performed. This includes repairing of the road surface, replacement of damaged sidewalks, landscaping, shrubbery, irrigation, etc.  
 Owners  
 Initials
- \_\_\_\_\_ 4. No materials may be placed on the roads, sidewalks, or grass swales: this (including sand, dirt, wood, pavers, landscape materials etc.). Any common area damages to be repaired and paid by owner within 7 days of notice by POA.  
 Owners  
 Initials
- \_\_\_\_\_ 5. Bent Tree POA and its directors and ARC members shall always be "held harmless" for any and all incidents or damages that may arise during or after the project.  
 Owners  
 Initials
- \_\_\_\_\_ 6. To abide by the decision of the ARC and the Board of Directors.  
 Owners  
 Initials
- \_\_\_\_\_ 7. Owner is responsible for complying with all Easements, State, County and City building codes and to obtain all applicable permits.  
 Owners  
 Initials
- \_\_\_\_\_ 8. IMPORTANT CONDITIONS OF APPROVAL: Owner understands and agrees that this approval is valid for ninety (90) days from date of approval. Should approved work fail to commence within 90 days of approval, said approval will be revoked and owner will be required to submit a new ARC Form requesting specific modifications.  
 Owners  
 Initials
- \_\_\_\_\_ 9. By signing below, owner acknowledges their agreement with this and understands that failure on their part to promptly remedy the unapproved modification may result in legal action by Bent Tree and that the owner shall be responsible for all fees and costs incurred. Owners to initial each item #1 thru 9.  
 Owners  
 Initials

\_\_\_\_\_ Date of Request                      \_\_\_\_\_ Signature of Owner (Owner agrees to all of the above)                      \_\_\_\_\_ Printed Name of Owner

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*This section below line to be completed by ARC committee & Board of Directors*

APPROVED: \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ APPROVED WITH CONDITIONS STATED BELOW: \_\_\_\_\_

Comments/Conditions of Approval: \_\_\_\_\_

DATE	ARC SIGNATURE	PRINT NAME
DATE	BOARD MEMBER SIGNATURE	PRINT NAME