

REGENCY KEY HOMEOWNERS ASSOCIATION, INC.

ARCHITECTUAL REVIEW APPLICATION

THIS FORM MUST BE COMPLETED AND RETURNED WITH AUTHORIZED ASSOCIATION APPROVAL PRIOR TO THE COMMENCEMENT OF ANY WORK OR CHANGES TO THE OUTSIDE OF ANY REGENCY KEY PROPERTY. THIS INCLUDES, BUT IS NOT LIMITED TO: LANDSCAPING, DOORBELL REPLACEMENT, REPLACEMENT OF WINDOWS OR DOORS, PATIO ENCLOSURES.

SECTION A: APPLICATION SUBMISSION OPTIONS

Once your application is filled out, choose one of the following options to submit your application to the association:

- **In Person:** At the next association meeting or at the "By Mail" address location
- **By Mail:** Ameri-Tech (Attn: Regency Key HOA), 24701 US Highway 19 N. Suite 102, Clearwater, FL 33763
- **Scan & Email:** Quan Vo, property manager, at gvo@ameritechmail.com
- **Website:** Upload as an attachment at www.regencykey.org under the "Contact" tab

SECTION B: APPLICATION REQUEST DETAILS

Fill out the following information association with your request:

Location of Change(s) - (Check All Applicable Areas):

Front Yard: _____ Back Yard: _____ Patio Exterior: _____ Other: _____

Required Materials:

Pavers: _____ Landscape Edging: _____ Plants: _____ Windows: _____ Doors: _____

Concrete: _____ Screen: _____ Electrical: _____ Plumbing: _____ Other: _____

Please describe the alteration, improvement, addition, etc. being requested:

Who will perform the work (Owner, Contractor, Etc.)? _____

- If an owner, tenant, or similar, you will need to also fill out and attach a copy of the "Volunteer Waiver" form found on the www.regencykey.org website for everyone performing the work.
- If a contractor, vendor, or similar, you will need to provide the following information for each:
 - Name: _____
 - Company (If Applicable): _____
 - Contact Information (i.e., Address, Phone, Email): _____
 - Occupational License # (If Applicable for Request): _____
 - Provide a copy of their certificate of liability insurance to the association prior to the start of any work.

Is a permit required? _____ Yes _____ No

- If "Yes", a copy of the permit(s) must be provided to the association prior to the start of any work.

Your application submission must also include the following:

_____ A sketch of the Proposed Changes _____ Any Pertinent Measurements _____ Photos of your Request

If not, please provide a brief justification: _____

SECTION F: REGENCY KEY ASSOCIATION REVIEW:

This section is ONLY for use by the Board of Directors and any association committee members approved to make architecture application review decisions.

Date Received: _____ Date of Review: _____

The association's decision for the request submitted is as follows, supporting documentation may be attached to this form:

- ____ APPROVED (MUST CONFORM TO ASSOCIATION COVENANTS & RESTRICTIONS)
- ____ APPROVED WITH THE FOLLOWING CONDITION: _____
- ____ REQUEST INCOMPLETE, INFORMATION REQUESTED: _____
- ____ REJECTED. REASON: _____

If needed, please resubmit the application within fourteen (14) days of receipt of this notice. Changes may not commence until authorized approval has been given by the Regency Key Homeowners Association.

TWO AUTHORIZED SIGNATURES REQUIRED FOR ASSOCIATION APPROVAL:

_____ Signature of Board of Director/Committee Member	_____ Print Name	_____ Date
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_____ Signature of Board of Director/Committee Member	_____ Print Name	_____ Date
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ADDITIONAL INFORMATION/COMMENTS FROM ASSOCIATION (If Applicable): _____

