

TIMBERWOOD LANDING HOMEOWNERS ASSOCIATION

ARCHITECTURAL REVIEW BOARD APPROVAL PROCESS

It is important that each homeowner read carefully the Declaration of Covenants, Conditions, and Restrictions provided at closing before submitting any request for approval of improvements.

The following is provided to assist you in submitting your request for approval to the Architectural Review Board for improvements you wish to make on your property. Upon receipt of all necessary information (stated below), your request will be processed in the order it was received.

1. On a copy of your ****Final Boundary Survey** provided at closing, **outline the exact location of such request**, including the exact dimensions, type of materials and any other pertinent information. If building an addition or screen enclosure, please include a picture or drawing showing elevations of structure.
2. Include on the form, your name, complete address, and subdivision you live in, lot number and daytime phone number.
3. Mail your request and a check or money order payable to Property Management Systems, Inc. in the amount of **\$45.00** to: **PMSI**
P. O. Box 1987
Yulee, FL 32041-1987
4. All approvals or disapprovals from the Architectural Review Board will be in writing and will be returned through the U.S. Postal Service or email.
5. The Architectural Review Board is allowed **Thirty (30) days** to process and approve or disapprove such requests as outlined in the Declaration of Covenants, Conditions and Restrictions for each development.

****NOTE:**

The request will not be processed without including your Boundary Survey & \$45.00 Processing Fee.

REQUEST FOR ARCHITECTURAL REVIEW

Please attach a ***COPY OF FINAL BOUNDARY SURVEY*** showing location of improvement in relation to other structures and Lot lines marked on it.

NOTE: *Requests will not be processed without the above and taxes will not be accepted.*

Date Submitted: _____ Phone #: _____ Email: _____

Community Name: *Timberwood Landing HOA* Lot #: _____

Owner's Name: _____

Complete Address: _____

PROPERTY IMPROVEMENT REQUEST

(Please include complete description, dimensions, drawings or pictures, materials being used, colors, etc.)

NOTE: Any permits required by government agencies (**FEDERAL, STATE OR LOCAL**) are still required and are homeowner's responsibility to obtain.