

# Evergreen Property Owners Association, Inc.



3232 SE Dixie Highway, Unit B | Stuart, FL 34997

T: 772-219-4474 | F: 772-219-4746

## ARC Guidelines & Rules

### To facilitate ARC operations, we request the following:

1. All items for ARC consideration must be submitted through Signature Property Management. Please return by whichever manor is most convenient for you: mail to above address, fax to 772-219-4746, email to [kim@signaturepropertymgmt.com](mailto:kim@signaturepropertymgmt.com), or drop at the guardhouse.
2. All applications must include contractor information including a copy of their license and insurance information. **The Certificate of Insurance must include the Policy or Certificate Holder to read:**  
Evergreen Property Owners Assoc., Inc.  
c/o Signature Property Management  
3232 SE Dixie Highway, Unit B  
Stuart, FL 34997
3. All plans and documents must be submitted in duplicate.
4. All projects must include site plans showing project location, dimensions, appropriate setbacks, and complete material description. The request must note the start date and anticipated completion date of the project.
5. Drawings and/or photographs are appreciated.
6. Completed ARC Request for Approval forms must be included.
7. When county permits are required, copies must be submitted to the management company prior to construction.
8. Any submission must be received at least seven (7) days before the Board meeting to receive consideration within that month.

**THE BOARD OF DIRECTORS MEETS THE THIRD MONDAY OF EVERY MONTH.**

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## **Contractors, Sub contractors, Construction Workers**

- a. It is the property owner's responsibility to make sure that all contractors, sub-contractors, and workers are aware of the Association's construction guidelines and requirements. Contractors, subcontractors, and workers may be denied access to Evergreen if the rules are not followed.
- b. A current list of contractors, sub constructors, workers, etc. must be kept on file with the Evergreen Property Owners Association guards at all times. The list may be prepared by company name, rather than individual worker names. Property owners must notify the guards in writing of any additions or deletions to the list.
- c. THE SPEED LIMIT IN THE DEVELOPMENT IS TWENTY FIVE (25) MILES PER HOUR AND IS STRICTLY ENFORCED.
- d. Construction hours are from 7AM to 6PM Eastern Standard time. NO CONSTRUCTION IS ALLOWED ON SUNDAYS, INCLUDING OWNER-BUILDERS. Construction is **NOT** permitted on holidays.
- e. Construction workers are not permitted anywhere in the development other than in the specific building site upon which they are doing work.
- f. Fishing, hunting, and firearms are prohibited anywhere in the development.
- g. Pets are not allowed to be brought in by workers.
- h. Radios are only permitted if the volume is low enough not to disturb others.
- i. All vehicles must be parked on the job site, not on adjacent properties or on the streets. ALL vehicles must be removed out of the development at the end of each workday. Vehicles are not permitted to remain on the job site overnight (including those of owner/builders), except that construction vehicles may remain on the job site overnight if, and only if, such vehicles are being utilized for construction purposes on consecutive days. Once that portion of construction for which those vehicles are being utilized is completed, such vehicles must be removed immediately.

The Evergreen Property Owners Association, Inc. reserves the right to halt construction and deny access into the community if the above guidelines are not adhered to.

**I HAVE RECEIVED A COPY OF THE ABOVE GUIDELINES AND RULES AND AGREE TO ADHERE TO THEM.**

**Contractor Signature** \_\_\_\_\_ **Owner Signature** \_\_\_\_\_

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ARCHITECTURAL REVIEW COMMITTEE APPLICATION

DATE: DATE RECEIVED BY MANAGEMENT:

APPLICANT: PHONE:

ADDRESS:

WHO IS DOING THE WORK? OWNER or CONTRACTOR

What is this? ADDITION to an existing home/property ALTERATION to an existing home/property

START DATE OF PROJECT COMPLETE DATE OF PROJECT

Please give a DETAILED description of what you are requesting. YOUR DESCRIPTION SHOULD INCLUDE EXACT SIZE, COLOR (give samples), HEIGHT, LOCATION. INCLUDE PLANS IF APPLICABLE:

Three horizontal lines for detailed description.

CONTRACTOR INFORMATION

Contractor Name: Address: Phone:

Contractor License Number:

\*\*WHEN USING CONTRACTORS, APPLICATION WILL NOT BE REVIEWED WITHOUT COPY OF THE CONTRACTOR'S LICENSE AND INSURANCE INFORMATION. INSURANCE INFORMATION MUST INCLUDE LIABILITY, AUTO AND WORKMAN'S COMPENSATION\*\*

HOMEOWNER'S AFFIDAVIT

I have read the covenants of my Association and agree to abide by such covenants and restrictions. No work will be commenced without approval of my Association.

Date: Owner Signature:

FOR ASSOCIATION USE ONLY

ARC

Board of Directors

Board Members

APPROVED

APPROVED

President Vice President

NOT APPROVED

NOT APPROVED

Treasurer Secretary Director

BOD Member Signature: Date:

Notes:

NOTES: