



## ARCHITECTURAL REVIEW GUIDELINES & RULES

### **To facilitate AR operations, we request the following:**

1. All items for Architectural Review must be submitted through Coastal Property Management. Please return by whichever manner is most convenient for you: mail to the address listed in #2, email to [wilmide@cpmfl.com](mailto:wilmide@cpmfl.com) or deliver to the coastal office address below in #2.
2. All applications must include contractor's information including a copy of their license, general liability, workman's com (or State issued Workman's Comp. Exemption) and commercial auto insurance.

### **. The Certificate of Insurance must include the Policy and Certificate Holder to read:**

Evergreen Property Owners Assoc., Inc.  
and Coastal Property Management  
10 SE Central Parkway, Suite 400  
Stuart, FL 34994

3. All projects must include a proposal showing project location, dimensions, appropriate setbacks, and complete material description. The request must note the start date and anticipated completion date of the project. Each project must have a separate AR Application completed.
4. Drawings and/or photographs are appreciated. Surveys are required for building changes, fences, landscaping, driveway, and patio changes.
5. The completed Architectural Review Application forms must be included.
6. When county permits are required, copies must be submitted to the management company prior to construction.
7. The process for Architectural Review is as follows:
  - Application is submitted.
  - Application is reviewed for completeness and the owner is notified if any required information is missing.
  - Application is sent to the Architectural Review Committee for review and approval.
  - Application is then forwarded to the Board of Directors for review and approval.
  - The owner is notified of the acceptance or denial of their application.



**CONTRACTORS, SUBCONTRACTORS AND CONSTRUCTION WORKERS  
GUIDELINES AND RULES**

1. It is the property owner's responsibility to make sure that all contractors, subcontractors, 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.
2. A current list of contractors, sub constructors, workers, etc. must be kept on file with Evergreen Property Owners Association security at all times. The list should be prepared by company names, rather than individual worker names. Property owners must notify security in writing of any additions or deletions to the list.
3. **THE SPEED LIMIT IN THE COMMUNITY IS TWENTY-FIVE (25) MILES PER HOUR AND IS STRICTLY ENFORCED.**
4. Construction hours are from 7:00 AM to 6:00 PM Eastern Standard time. **NO CONSTRUCTION IS ALLOWED ON SUNDAYS, INCLUDING OWNER-BUILDERS.** Construction is **NOT** permitted on holidays.
5. Construction workers are not permitted anywhere in the community other than the specific building site upon which they are doing work.
6. Fishing, hunting, and firearms are prohibited anywhere in the community.
7. Pets are not allowed to be brought in by workers.
8. Radios are only permitted if the volume is low enough not to disturb others.
9. All vehicles must be parked on the job site, not on adjacent properties or on the streets. ALL vehicles must be removed from 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:** \_\_\_\_\_



**ARCHITECTURAL REVIEW APPLICATION**

Application Date: \_\_\_\_\_ Date Received by Management: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Who is doing the work? \_\_\_ Contractor or \_\_\_ Owner Start Date: \_\_\_\_\_ Approx. Completion Date: \_\_\_\_\_

What is the project? \_\_\_\_\_ ADDITION to a home/property or \_\_\_\_\_ ALTERATION to a home/property

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:

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

**CONTRACTOR INFORMATION**

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ License Number: \_\_\_\_\_

**\*\* WHEN USING CONTRACTORS, THE APPLICATION WILL NOT BE PROCESSED WITHOUT A COPY OF THE CONTRACTOR'S LICENSE AND INSURANCE INFORMATION. THE 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.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR ASSOCIATION USE ONLY**

**ARC**

**BOARD OF DIRECTORS**

\_\_\_\_ APPROVED \_\_\_\_\_ APPROVED \_\_\_\_\_ President \_\_\_\_\_ Vice President

\_\_\_\_ NOT APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ Treasurer \_\_\_\_\_ Secretary Director

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTES:** \_\_\_\_\_  
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