

THE VININGS HOMEOWNERS' ASSOCIATION

ARCHITECTURAL REVIEW BOARD APPROVAL PROCESS

It is important that each homeowner carefully reads 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 structure elevations.
2. Include on the form, your name, complete address, and subdivision you live in, lot number, and daytime phone number.
3. Attach this request filled out to the ACC request in Webaxis **OWNERS PORTAL** or you can email your request to Help@rvrlm.com or you can mail the request to RiverLane Management 7235 Bentley Road Jacksonville FL. 32256
4. All approvals or disapprovals from the Architectural Review Board will be in writing and will be returned by 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 **REQUEST FOR ARCHITECTURAL REVIEW** Please attach a **COPY OF THE FINAL BOUNDARY SURVEY** showing the location of improvement concerning other structures and Lot lines marked on it. **NOTE:** Requests will not be processed without the above and faxes will not be accepted.

Date Submitted: _____

Phone #: _____

Email: _____

Community Name: The Vining's

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