



CLOVER KEY, Inc.

Community Association Management

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ARCHITECTURAL REVIEW & VENDOR POLICY AND PROCEDURE

ARC oversees a community's architectural standards, risk assessments, and both resident- and board-requested modifications. The architectural review process is the system used to review and approve or deny architectural requests from association members.

What are Architectural Standards?

The architectural guidelines dictate what a homeowner can and can't do to the interior or exterior of their home. While each community has its own specialized set of architectural standards, some examples include limitations on:

Roofing materials
Plumbing matters
Electrical matters
Paint color
AC replacements
Changes to yards
Material Changes

Capital Improvements or Interior Renovations to Association units that share plumbing, electrical, and any other association owned property that could be affected are required to an ARC review.

Whenever a homeowner is hiring any service contractors, they are entering onto Association Property, please understand that licensing audits must be completed. Most members are not aware that this is a requirement under the Associations current insurance coverage and is easily forgotten.

Member Requirements

1. All vendors should have the Association listed as additional insured on their current insurance policies.
2. All members are to submit Architectural Reviews by email to their online AppFolio Portal or email to office@cloverkeyservices.com.
3. 3. If a member chooses to allow and work done without ARC approval, you are potentially putting the association in harm's way. Owners will be fully responsible for any liability and correcting any material changes.

Jennifer Vo, CAM-50768

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C/O Cocoa Isles Association Inc