

Coco Bay Community Association, Inc.

Architectural Review Committee

REQUEST FOR MODIFICATION (updated August 2026)



All information must be completed or the application will be denied.

Date: _____

I/We, _____, hereby request approval by the Architectural Review Committee for the modification shown below to Unit/Lot/Address: _____

Email Address: _____ Preferred Contact Phone: _____

MODIFICATION REQUESTED: Describe details, including material specifications such as size, color, etc. Please include drawings of improvements drawn to scale and relative to lot survey. If modification is for landscaping, be very specific about plant species, quantity, placement, etc. **See Tree Removal form if you are requesting to remove a tree.** To change the exterior paint color of the house, you must complete the Exterior Paint Change form.

I/We hereby make application to the Architectural Review Committee for the above-described item to be approved in writing by the Architectural Review Committee and the Board of Directors.

- I/We understand that approval of the request must be granted before the job is started. I/We also acknowledge that I/we could be required to have modifications removed if installed without approval. I/We further acknowledge that this request is granted as presented to the Board of Directors and must be completed as presented. Changes after the original request are not automatically approved and will not be accepted without additional approval of the Committee.
- I/We understand that the Architectural Review Committee has up to 45 days to approve this request (as provided in our DOC paragraph 4.2, entitled Architectural Review).
The pre-purchase of materials or pre-scheduling of work will in no way influence the ARC in its decision process or in any way accelerate the process.
- It is the sole responsibility of the owner, not the HOA, to ensure that all necessary insurance, licenses, and permits are in place. As such, these documents need not be supplied as part of the ARC request.
- Owner is responsible for any/all damage and repair to the lot and to common areas as a result of the work being performed.
- Any expense incurred due to city/county code changes will be the responsibility of applicant.

Signature of Applicant

Signature of Applicant

Please return form and all information to: Matt Deavers matt@sandcastlepmb.com

***Please CC Board President at: board@cocobayhoa.info**

The above request for modification to Unit/Lot/Address _____ has been:	
() DISAPPROVED	() APPROVED () APPROVED WITH CHANGES OUTLINED IN LETTER
DATE: _____	Authorized Representative: _____