

CROSS CREEK PARCEL K HOMEOWNER'S ASSOCIATION, INC.
INSTRUCTIONS FOR SUBMITTING THE APPLICATION FOR PLAN APPROVAL

1. It is recommended that all applications be submitted to the management company by mail or email to:

Cross Creek Parcel K Homeowners Association, Inc.
4131 Gunn Highway
Tampa, FL 33618
mwood@greenacre.com

2. ALL applications **MUST** be accompanied by a sketch depicting the changes to be made to the property. (The exception to the requirement for a sketch is if you are painting your home. In this case, no sketch is needed.) The sketch must be completed **on your LOT survey**, and should indicate location, size, and type of construction and other pertinent information as may be necessary. You are able and encouraged to include as much additional information and supporting documentation as you feel is necessary to give the Board a complete visualization of what you are trying to accomplish.

Note: When requesting to remove, plant or relocate plants, shrubs, bushes, trees, etc., you **MUST** indicate on the survey where the existing plants, shrubs, bushes, trees, etc. are currently located (if applicable) and where they will be relocated.

3. When requesting approval for any type of plant or tree, you must provide the committee with the type/species of plant to be installed. Applications are not considered **COMPLETE**, until all information has been received.
4. **If approval for an application is granted, it is not to be construed to be approval of any County or City Code Requirement.** A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Architectural Review Board shall have no liability or obligation to determine whether such improvement, alteration, and addition comply with any applicable law, rule, regulation code or ordinance.

As a condition precedent to granting approval of any request or change, alteration or addition to an existing basic structure, the applicant, their hires and assigns thereto, hereby assumes sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. **IT IS UNDERSTOOD AND AGREED THAT THE CROSS CREEK PARCEL K HOMEOWNERS ASSOCIATION, INC., AND GREENACRE PROPERTIES, LLC, ET AL, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER(S) AND ITS ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.**

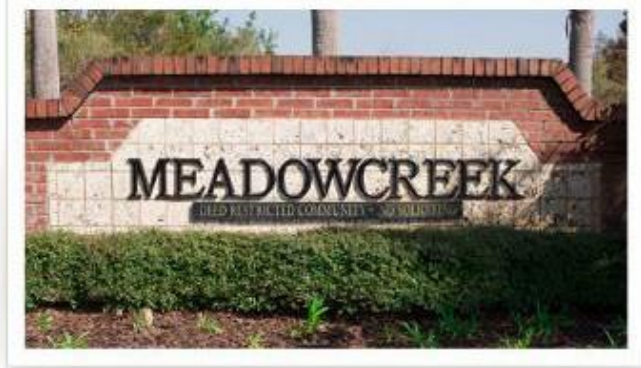
5. The reviewing entity is the Architectural Committee. The Architectural Committee is allotted 30 days, by the declaration to review and make a determination on all architectural applications, upon receipt of a **COMPLETED** application. Once a determination has been made to approve or disapprove your application, you will be notified via mail of the decision. Please review Article VI

of the declaration in its entirety, for additional information regarding architectural control for Cross Creek Parcel K.

6. Review and approval of plans and specifications submitted hereunder is made on the basis of aesthetic considerations ONLY. The Architectural Committee shall not bear any responsibility or liability for ensuring the structural integrity or soundness of approved construction or modifications, nor for ensuring compliance with building codes and other governmental requirements.
7. **HOMEOWNERS MUST READ THE DECLARATION REGARDING USE RESTRICTIONS PRIOR TO SUBMITTING THEIR APPLICATION FOR APPROVAL. FAILURE TO READ AND UNDERSTAND THE RESTRICTIONS PRIOR TO MODIFYING THE ARCHITECTURAL APPEARANCE OF THE PROPERTY COULD RESULT IN A VIOLATION FOR NON-COMPLIANCE. IN NO WAY WILL THE ARCHITECTURAL COMMITTEE OR THE BOARD OF DIRECTORS, OR ANY OTHER PERSON, AGENT, OR REPRESENTATIVE OF THE CROSS CREEK PARCEK "K", BE LIABLE TO ANY OWNER FOR VIOLATIONS OF THE USE RESTRICTIONS, RESULTING FROM THE APPROVAL OF AN ARCHITECTURAL APPLICATION THAT VIOLATIONS THE PROVISIONS OF THE DECLARATION OF COVENANTS.**
8. **UNDER NO CIRCUMSTANCES IS AN ALTERATION TO BEGIN WITHOUT PROPER APPROVAL FROM THE ARCHITECUTRAL REVIEW BOARD.**

NOTE: Construction of the improvements for which plan approval is granted must commence within 6 months from the approval date of the application. If construction has not commenced **within said 6 month period**, this approval shall be deemed invalid, and the homeowner must resubmit the application for review and approval.

9. Applications **must** be submitted at least 48 Hours BEFORE the next regularly scheduled meeting. Architectural Committee meetings are held in conjunction with the Board Meetings each month at the New Tampa Library.



Cross Creek Parcel “K” Homeowners Association (Meadowcreek) Application for Plan Approval

To: Cross Creek Parcel “K” Homeowners Association
4131 Gunn Highway, Tampa, FL 33618
E-mail: mwood@greenacre.com

As required by the governing documents for Cross Creek Parcel “K” Homeowners Association, Inc., as amended, the undersigned, as Owner of the property listed below, hereby applies for approval of improvements to the property and provides the following information in support of this application:

Date of Application: _____ Date Received by ACC: _____

The undersigned owner seeks approval from the Architectural Control Committee of the Cross Creek Parcel “K” Homeowners Association for the approval of the following:

_____ **Fence Installation**

(Fence must be drawn to scale on LOT survey. Photos of fence type/style must be included)

_____ **Modification/Alteration of existing structure/property**

_____ **Landscaping additions/alterations**

(Must include photos of any materials to be used including plants, landscape borders, etc)

_____ **New Construction**

(Must include 3 complete sets of plans and specifications, LOT survey, site plan depicting dimension, setbacks and location of all ancillary equipment, landscape plan, exterior materials and colors.

_____ **Painting** (Include color of Roof, sides, doors, and other applicable colors)

**DETAILED DESCRIPTION OF
1. IMPROVEMENT:**

2. **INCLUDE ARCHITECTURAL PLANS:** If applicable, submit 2 sets (with renderings if available).
3. **SITE & GRADING PLAN:** Submit whenever alterations of lot grade are anticipated.
4. **LANDSCAPING PLAN AND PLANT LIST:** To be submitted for all landscaping improvements.
5. **EXTERIOR MATERIALS** (For building or room additions):

Roof: _____ **Siding:** _____

6. **EXTERIOR COLORS:** (Please list all exterior color changes and submit samples):

Door: _____ **Siding:** _____ **Trim:** _____

It is expressly understood that approval by the Architectural Committee or Board of Directors, of the foregoing improvement(s) shall in no way indicate compliance with any local, state or federal law, standard or regulation or any requirement of the Declaration of Covenants, Restrictions and Easements for The Cross Creek Parcel K Homeowners Association, Inc. Compliance is the sole responsibility of the Owner.

Party Requesting Approval: _____

Address: _____ Lot: _____

Telephone: _____ Date: _____

Signature: _____ Email : _____



PRELIMINARY DECISION

- APPROVED APPROVED SUBJECT TO CONDITIONS NOT APPROVED

Explanation: _____

Cross Creek Parcel "K" Homeowners Association, Inc.
Architectural Review Board

By: _____ Title: _____ Date: _____



FINAL DECISION

- APPROVED APPROVED SUBJECT TO CONDITIONS NOT APPROVED

Explanation: _____

Cross Creek Parcel "K" Homeowners Association, Inc.
Architectural Review Board

By: _____ Title: _____ Date: _____