



The Townhomes of St. George Homeowners Association, Inc
Exterior Alteration Application

Dear Owner,

To submit an Architectural Review Request for a modification, addition or any other exterior modification, please log on to your owner account on AppFolio and submit it through your owner portal. Architectural Review Requests along with the necessary attachments are required to be submitted through AppFolio. Please refer to the Shared Documents tab and refer to the ACC Application and Guidelines. If you have any questions, please call Management at 850-270-3063 or email info@cmgcam.com so we may assist. Thank you!

<u>Owner Contact Information</u>	
Name:	Phone:
Unit:	Email:
Mailing Address:	

<u>Contractor Information</u>	
Contractor Name:	Phone:
License #:	Email:
Company Name:	

<u>Exterior Alteration Application</u>			
	Deck		Siding
	Staircase		Doors
	Pilings		Windows
	Other, please specify:		

Proposed Start Date:	Proposed Completion Date:
** Please note a project must be started within 45 days of approval and completed within 30 days of commencement**	

Description of Project

Please provide a description of what changes will be made. Supporting Documents to your application should include diagrams, materials to be used, manufacturer specifications, photographs and other information which will adequately describe the proposed changes. Please also refer to the *Checklist for Exterior Alteration Application* which is required as part of your application submission.



The Townhomes of St. George Homeowners Association, Inc

Application Requirements

Please initial all required fields listed below.

1. The project described above must comply with the Governing Documents, including the bylaws, covenants and guidelines of the Townhomes of St. George Homeowners Association, Inc. as well as any Building or Zoning Codes or permit requirements to which the property is subject. **Owner (s) Initial Here:** _____
2. The applicant agrees that no work proposed in this application will commence until written approval is received from the Architectural Control Committee. **Owner (s) Initial Here:** _____
3. The applicant must return the Project Checklist along with the application and all supporting documents that are required and requested. **Owner (s) Initial Here:** _____
4. Application approval usually takes no longer than 10 days once all required documentation has been provided. The Architectural Control Committee will not consider a request until all requested information is received by the Committee. **Owner (s) Initial Here:** _____
5. Applicant will be notified in writing via email or text message upon approval through AppFolio.
6. Work must be started within 45 days of approval and completed within 30 days of the commencement of the work. **Owner (s) Initial Here:** _____
7. In accordance with the Architectural Control Committee Guidelines, an applicant may appeal any decision by the Architectural Control Committee. An appeal must be forwarded to the Board of Directors via the Association Manager, within 48 hours after receipt of the Architectural Control Committee decision. **Owner (s) Initial Here:** _____

Owner Signature: _____ Date: _____



The Townhomes of St. George Homeowners Association, Inc

Project Checklist Exterior Alteration Application

Please note, this **MUST** be included with your ACC Submission

Please check that you have included all of the following types of information in the initial submission in AppFolio for your project.

Deck

	Drawing- Showing your property line, deck design to include railings and steps
	Dimensions
	Materials- Decking style, must include material type and color.

Staircase

	Drawing- Showing your property line, current steps. Please review Staircase Guidelines**
	Dimensions
	Materials- Decking style, must include material type and color.

Siding

	Drawing/Image- Showing your property line, current siding and proposed replacement
	Dimensions
	Materials- Decking style, must include material type and color.

Doors

	Drawing/Image- Showing your current doors and proposed replacement
	Dimensions
	Specifications- Type, style and color of exterior frame

Windows

	Drawing-/ Image- Showing current windows and proposed replacement
	Dimensions
	Specifications- Type, style and color of exterior frame

Pilings

	Drawing/ Specifications
	Dimensions
	Materials- Decking style, must include material type and color.

Owner Signature		Date	
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Approved Materials and Guidelines

Lighting

Thomas Lighting, Black SL-9270-7: 1 Bedroom- 2 Lights required, 2 Bedroom- 4 Lights required, 3 Bedroom- 6-Lights required.

Doors

Front Doors: Six panel fiberglass.

Sliding glass doors: Must be code compliant.

Siding

Siding: Lap Cedar-1x8 Rough side out
Hardie Board Lat. Siding-1x8

Owner deck replacement materials:

Pressure treated lumber,
TREX Composite Product: TREX Select, (Pebble Grey).

Owner deck stain, sealant:

Any clear (no Pigment) sealant.

Paint

Siding: Sherwin Williams- Duration-Exterior Acrylic Latex-Flat-3207 Driftwood. Original order # 2497-0043010.

Doors: Sherwin Williams-SHER-CRYL HPA-Interior/Exterior High Performance Acrylic Gloss-Environ Naval-Original order # 2352-0157938.

Window Frames (metal part only): Benjamin Moore Super Spec, DTM acrylic low luster, bronze ton P25 60. Bar Code: 2390605837.



The Townhomes of St. George Homeowners Association, Inc

Piling Replacement

The replacement of support pilings must be accomplished by a licensed contractor using round wooden pilings of the same size and appearance except where minor variations in color are acceptable due to chemicals used to treat pilings. Pilings that are shared between two units require the approval of the owners of both units in order to proceed. Required permits are to be displayed in the area where the pilings will be replaced. Drawings of the piling replacement, such as by an engineer or architect, if required by the permitting process must be included with the request.

Deck Gate

The specifications for deck gates are being finalized, contact the Association Manager for details.



Flood Vents

There are a number of suppliers of flood vents. Below is our recommendation of sizes from a reputable supplier (Smart Vent, www.smartvent.com). These sizes are approved by the 300 Ocean Mile Architectural Committee. To be effective vents should be located within 1 foot of ground level. The outer trim resting against the building must be painted with (Sherwin Williams- Duration-Exterior Acrylic Latex-Flat-3207 Driftwood. Original order # 2497- 0043010).

Sizes range from 16-in. x 8-in. and 14 1/2-in. x 8 1/2-in., both certified to cover 200 sq. ft. per vent of flood protection. The largest size allowed by the ACC is 16-in. x 16-in. certified to cover 400 sq. ft. per vent.

If you would like additional information regarding Flood Vents we recommend visiting the following site. (https://www.fema.gov/media-library-data/20130726-1502-20490-9949/fema_tb_1_1.pdf)



The Townhomes of St. George Homeowners Association, Inc

Parking Signs for Driveways

The following specifications are required for Parking Signs for individual units:

Size: 10" x 14"

Material: Aluminum

Colors: Blue and Gray

Wording:

Reserved Parking for
X-XX
Unauthorized Vehicles
Will Be Towed At
Owner's Expense

These signs may be ordered from any source you prefer. However, we suggest you check out this source to determine the exact colors of the signs. This process will guide you through the ordering of your sign at Build-A-Sign, if you choose to order.

The following link will take you to a sample sign for unit J-10 which is standard and approved ACC.

You may be able to click on the link below or hold the CTRL key and click on the link to follow:
<https://www.buildasign.com/PowerDesign.aspx?T=4651535A444C554458616D4E583541624B6C766D67773D3D>

1. Click on the unit # and change it to your unit.
2. Click on Save & Continue.
3. Options for your sign are shown: You should accept .040 Aluminum, 10" x 14", Single Sided.
4. Click on Add to Cart.
5. Click on Continue to Checkout.
6. Enter shipping information and Click on Continue.
7. Follow instructions for remainder of checkout. Confirm the shipping address, email and phone number are correct.

Balcony/Storm Door Guidelines

Balcony Door defined: Not the deck sliding glass door or the main entrance door. All other doors are balcony doors.

Storm Door defined: This is a second door placed to the exterior of the primary door. Approved styles and colors:

Full View Doors - one clear pane and encapsulated in single frame.



The Townhomes of St. George Homeowners Association, Inc

Two Panel Doors – Either 2 clear panes or one clear and one screen encapsulated in a single frame. Screen may be retractable or replaceable with a clear pane.

Color: Bronze is preferred as it blends in with the buildings. If you purchase white the white must, be painted with (metal part only): Benjamin Moore Super Spec, DTM acrylic low luster, 6 bronze ton P25 60. Bar Code: 2390605837 or Sherwin Williams-SHER-CRYL HPA-Interior/Exterior High Performance Acrylic-Gloss-Environ Naval-Original order # 2352- 0157938.

Suggested sources Home Depot and Lowes

See Images Below:



Other materials

Materials/Products other than those specified above will be considered by the ACC Committee at the request of an owner. Materials/products that conform to the intent and policies of the ACC Committee Guidelines will be added to the Approved Materials list if approved by the Board of Directors.