



Architectural Review Committee Request Guidelines

To clarify the ARC application process, this article appeared in the June edition of Watercrest Neighbors, the Watercrest newsletter that is published every month.

Please remember ARC requests are required for modifications, exemptions can be found in the new CWS. Residents making modifications that require ARC approval and who do not make an ARC request, run the risk of bearing the cost to have the work reversed and/or face receiving fines.

Applications are made on the Sunstate site and emailed to Sean Noonan at:
Sean@sunstatemangement.com

Sean will notify applicants as to the status of their requests.

The following documentation is required and must be attached to the application:

- 1. -location of modification on the property and all measurements**
- 2. -copy of the survey of property marking all modifications to scale**
- 3. -all contractor info; email, phone number, license, insurance**
- 4. -color samples and details of items used in modification**
- 5. -neighbor notification if access to easement is needed**

ARC requests not containing the required information will be denied and the resident will be required to re-submit at the next ARC meeting.

To obtain an ARC application, go to the Sunstate web site, click on "communities", click on "Watercrest Community Association" click on "Forms", click on "Architectural Review Request". You can print this out, fill out the form and attach the required documentation and email or mail or drop off to 228 Ponce de Leon Avenue, Venice, FL 34285 or call for assistance (941) 870-4920