

ARCHITECTURAL (ARC) FORM **INFORMATION SHEET**

Refer to the ARC form for Board and County requirements.

ARC FORM NOT REQUIRED

These items do not require you to complete an ARC Form for the Board. Remember hours for remodeling are from 8 am – 5 pm M-F only. No weekends or major Holidays.

Replacement into existing locations:

- Appliances
 - Dishwasher
 - Garbage disposal
 - Refrigerator with ice maker
 - Stove/microwave
 - Washer/dryer
- Carpeting
- Doors – interior
- Faucets
- Lanai screens without crossbars allowed on the first floor only if use super/pet screen strength.
- Light fixtures including ceiling fans
- Painting

GREENFIELD VILLAGE HOA
ARCHITECTURAL (ARC) FORM REQUIRED

These items require an ARC form for the Board and the County plus a permit is required by the County. All contractors must present current license and insurance from Florida. **PLEASE CHECK ALL ITEMS TO BE RENOVATED:**

Replacement of:

- Cabinets (cabinet doors refacing or replacing does not require a permit)
- Countertops
- Exterior doors/windows/hurricane shutters
- Dry wall (except related to plumbing and electrical work)
- Electrical panels
- Electrical going into the wall (i.e., adding outlets & radon mitigation)
- HVAC (if conduit required, owner responsible to paint conduit the exterior color of building)
- Plumbing
 - Re-piping
 - Shower (into wall or floor)
 - Toilet
 - Water heater
- Tile or wood/laminate requires ProFlex 90 or equivalent underlayment (on 2nd floor only). **THESE DO NOT REQUIRE COUNTY PERMIT BUT DO REQUIRE AN ARC FORM FOR BOARD.**

Description of work to be completed: _____

Owner: _____ **Bldg:** _____ **Unit:** _____ **Ph#:** _____

Owner Checklist:

☐ Drawings Attached (if appropriate)

☐ Copy of Contractor's License

Copy of Proof of Contractor's Insurance

☐ Expected Date of Completion: _____

In requesting approval of this construction, I acknowledge full responsibility for the Contractor's performance and use of required materials. I am solely responsible for determining that the Contractor's performance is satisfactory. The Board does not endorse Contractors for work within the Community. I accept full responsibility for any structural or water damage resulting from work done at my unit. Upon resale, the new owner(s) becomes responsible for same as stated in the restrictive covenant.

Owner Signature/Date: _____

Board Received Date: _____ **Approval** _____ **Not Approved/Reason:** _____

RETURN ALL DOCUMENTS TO: LissieG@Sandcastlecm.com 239-596-7200 x229 or Shelly Mandell, CAM, Sandcastle Property Management, 9150 Galleria Ct. #201, Naples, FL 34109