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RESOLUTION ADOPTED BY FCCA BOARD OF DIRECTORS REGARDING ALTERATIONS OF BUILDINGS, COMMON ELEMENTS, OR LIMITED COMMON ELEMENTS

WHEREAS, section 17.20 of the CC&Rs gives the Board of Directors the powers and duties necessary to conduct the affairs of the Association and to make such rules and regulations as the Directors deem in the best interests of the Association; and

WHEREAS, section 19.1.2 of the CC&Rs requires homeowners to obtain prior approval from the Board of Directors for any alteration of buildings, common elements, or limited common elements; and

WHEREAS, for the health, safety, welfare, and comfort and convenience of all residents, the Board wishes to establish rules enforcement policies and procedures so that it may fairly and consistently enforce the governing documents; and

WHEREAS, the Board distributed a copy of the proposed policies and procedures to the membership pursuant to Civil Code §1357.130; and

WHEREAS, no changes were made to the proposed rules;

NOW, THEREFORE BE IT RESOLVED that the following rules enforcement policies are adopted by the Board effective August 7, 2017 and that notice of their adoption shall be given to the membership within 15 days of today's date.

REQUESTS FOR APPROVAL TO ALTER BUILDINGS, COMMON ELEMENTS, OR LIMITED COMMON ELEMENTS

1. Requests for such alterations must be submitted through the property manager to the Board of Directors for approval prior to proceeding with any such alterations.
2. Requests for such alterations must be submitted in writing on a Board approved Architectural Review form.
3. Only one request for alteration may be submitted on the form. Multiple requests should be submitted individually on separate forms.
4. Requests for such alterations will only be accepted from the owner member of record for the property.
5. The Board may consider prior resolutions and approvals in its decision.
6. The Board will make every attempt to make its decision to approve or deny such requests in writing to the requestor within 30 days of receiving the request.
7. The Board may suspend its decision within the 30-day period in order to conduct further investigation, research, or to request additional information from the member.
8. Approval for such alterations are provided exclusively for the association member requesting such alterations, and if approved, it is understood by the owner that the property must be returned to its original condition upon termination of association membership by the owner.

By: Nolly Fritz
Association Secretary

Date: 2/28/22



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REQUEST TO ALTER COMMON ELEMENTS

Elim Services, Inc.

1941 Mayport Rd. Atlantic Beach, FL 32233

Please send this form and any attachments to Megan@ElimServices.com

www.elimservices.com

Only the homeowner of record can request alterations to common elements. Please refer to resolutions for acceptable models of solar / sun shades, garage lights and installation requirements of satellite dish.

Date Submitted _____ Owner's Name _____

Property Address: _____ Unit Number: _____

Owner's Mailing Address (if different than property address).

Phone _____ E-Mail _____

What type of project/improvement are you requesting?

Satellite Dish Solar / Sun Shade Garage Light Ring Doorbell Keyless Entry

Doorknob Other (Provide details)

For your application to be complete, please provide us with the following information:

- 1) Please provide a complete description of your improvement, being as detailed as possible.
- 2) Type or model of materials to be used (sun shade / garage light)
- 3) Drawings, brochures, photos, etc.

Note: Any damage to common elements of Forest Creek must be restored to the pre-project "undamaged" condition and will be the responsibility of the homeowner making this request.



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BOARD REVIEW USE ONLY

Date Received _____ Received By _____ Board Decision: Approved Denied

Date _____

NOTE: THIS APPROVAL IS FOR REVIEW PURPOSES ONLY. IT DOES NOT OVERRIDE ANY LOCAL, STATE, OR FEDERAL GUIDELINES OR PERMITS REQUIRED FOR THE DESIRED CONSTRUCTION. **YOU ARE UNDER A LEGAL OBLIGATION TO COMPLY WITH ALL RECORDED COVENANTS AND RESTRICTIONS AFFECTING YOUR PROPERTY.** THE BOARD REVIEW OF YOUR REQUEST IS LIMITED TO THE ASSOCIATION'S REVIEW GUIDELINES. THIS LETTER DOES NOT CONSTITUTE A WAIVER OF THE ASSOCIATION'S OR OTHER PARTIES' RIGHT TO LEGALLY ENFORCE ALL PROVISIONS OF THE COVENANTS AND RESTRICTIONS WITH WHICH YOU MUST COMPLY. **** IF YOU HAVE NOT RECEIVED A DECISION WITHIN 30 DAYS, PLEASE CONSIDER YOUR REQUEST DENIED. DO NOT BEGIN PROJECT WITHOUT APPROVAL!**