

**MENTONE CLUSTER DEVELOPMENT OWNERS ASSOCIATION, INC.
MINIMUM GUIDELINES FOR SUBMISSION
FOR ARCHITECTURAL REVIEW**

The following are guidelines for preparing a complete submission to the Architectural Review Committee of Mentone Cluster Development Owners Association, Inc., as required by Article VII of the Declaration of Covenants, Conditions and Restrictions for Mentone Cluster Development Owners Association, Inc.

The form of the submission should be appropriate for the nature of the request and should include sufficient detail so as to present a 3-dimensional rendering of the proposed improvement and allow the Committee to make a decision based on accurate and complete information.

Submissions fall into two general classes, described below:

Structural Alterations and/or Additions: including but not limited to room additions, decks, patios, porches, walkways, roofing, fences, play structures, swimming pools, fishponds, doors, shutters, exterior painting.

Landscape Alterations, Additions, and Tree Removals: including but not limited to tree and plant additions, removals, or relocations, and garden or yard structures or ornaments.

Provide the Committee with:

1. Drawings on a site plan or survey to show the location of changes/additions. Include the description and size of all structures and plants.
Drawings should include/specify:
 - a. Location on property of all alterations (use lot survey, if available)
 - b. Dimensions/Scale, materials, colors, textures.
 - c. Elevations (all exterior views, front, rear, and side)
2. Include name, address, unit, lot number and telephone number on all requests.
3. Submit two (2) copies of request; one copy will be returned and the other will be retained in the files of Mentone Cluster Development Owners Association, Inc.
4. Mail to:
Architectural Review Committee
Mentone Cluster Development Owners Association, Inc.
c/o Guardian Association Management
530 West University Avenue
Gainesville, FL 32601

Submit requests well in advance of the date you hope to start work. Applications will be considered at the next meeting of the Architectural Review Committee. The Committee usually meets once a month. Allowing for a few days mailing and processing time, the resident should receive a decision on the formal application within one month of its submission. No work may begin until the Committee has given the applicant a signed, approved copy of the request.

The ARC does not represent that its approval is a permit that may be required by a government body. Applicants are advised that appropriate building and/or tree removal permits may be required by Alachua County. Applicants must submit proof of all Building and Zoning Department approvals prior to final architectural approval. Notice should be given to the Architectural Review Committee upon completion of the work so that a compliance inspection may be done. All approvals shall be valid for a period of six (6) months, beyond which, resubmission must occur.