

Village "C" Homeowners Association, Inc.
565 Citrus Springs Blvd, SW
Vero Beach, FL 32968

January 26, 2016

Dear Key Lime Cove, Village "C" Homeowner:

Our homes represent our personal financial investment in this community and they reflect our personal style and commitment to the values of this community. In an effort to preserve the integrity of both, your Board of Directors would like to review with you the steps that all homeowners are expected to follow when they plan to make changes, modifications, or additions to their existing home or property.

According to the documents for Key Lime Cove (Village C) and those for the Citrus Springs Master Homeowners Association, a homeowner must submit a request form to the respective Architectural Review Committees (ARC) prior to any work being done on the outside of the individual's home or on their property. [Article 10.1 and 10.2 in both sets of documents] In an effort to simplify and make the process more efficient for the homeowner, this Board and the Master Board of Directors have determined that not all changes or slight modifications need approval from the Master ARC. However, in order for the Key Lime Cove (Village C) Architectural Review Committee to make that determination, it must first have the completed request forms in hand.

The steps for all architectural requests are simple:

- 1) Homeowner obtains architectural request forms from ARC chairperson or the Board President or printing the forms by accessing the website Citrus-Springs.com
- 2) Homeowner completes architectural request forms and other necessary paperwork, as indicated on the forms
- 3) Homeowner submits completed forms to the Key Lime Cove (Village C) Architectural Review Committee chairperson or the President of the Board of Directors
- 4) The ARC will hold a meeting and either approve or deny the request
- 5) If request is approved by the Key Lime Cove ARC and does not need Master ARC approval, the homeowner will be notified and work can begin on the project
- 6) If request is approved by the Key Lime Cove ARC and does require Master ARC approval, it will be sent to them for their consideration at their regular monthly meeting

- 7) If a homeowner's request is denied, the homeowner has the right to appeal the Architectural Review Committee's decision.

The homeowner will be contacted when their request has been approved (or denied) and they have the right to learn the status of their request throughout the process. Due to the fact that the Master ARC holds meetings only once a month and that approval from the Key Lime Cove (Village C) ARC must be granted first, it is reasonable to expect a turnaround time anywhere from 10 days to 3 weeks. However, keep in mind that **all approved requests are good for a period of six (6) months**. Therefore, a homeowner is encouraged to submit their request well in advance of any actual work being initiated on their property.

The Board of Directors for Key Lime Cove (Village C) thank all the homeowners for their cooperation in following the procedures and protocol of this community. If you have questions regarding this matter, please contact the President of the Board of Directors or the Architectural Review Committee chairperson. [Names and contact information are posted in the bulletin board at the entrance to this community.] Your Board of Directors feel that Citrus Springs and, in particular, Key Lime Cove is a wonderful place in which to live. We are proud of our neighborhood and know the homeowners want to help maintain the values all of us have invested in it and to keep our community a pleasant and pleasing place to live. Again, thank you for your cooperation.

Board of Directors,
Village "C" Homeowners Association, Inc.