



*Homeowners' Association, Inc.*

**Architectural Review (AR)  
Home/Property Alteration Application Form**

Property Owner(s) Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ Lot No. \_\_\_\_\_

Contractor Business Name \_\_\_\_\_ Phone No. \_\_\_\_\_

*Please check appropriate box:*

Property Owner:  Pick up application  Mailed to home  Email: \_\_\_\_\_

Contractor will pick up application

**APPLICATION INSTRUCTIONS AND REQUIREMENTS:**

1. A Site Plan shall be attached to this Application and shall identify, at least the following:
  - i. All existing easements, including but not limited to, platted easements and easements created in the declaration of restrictions.
  - ii. The placement of house and all the existing improvements on the property and the proposed modification/project highlighted. A copy of the original site plan is available from the County Building Department; however, it may not accurately reflect existing improvements, and it is the applicant's responsibility to confirm accuracy of site plans/ and boundary surveys submitted.
  - iii. Building improvement plans, if available.

2. Describe in detail all modifications or alterations requested below.

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**ACKNOWLEDGEMENT, INDEMNIFICATION, AND HOLD HARMLESS:**

**Acknowledgement:** Property owner acknowledges AR approvals and denials are made in accordance with the Developer's and Home Owners' Association's (HOA) adopted policies, standards, and the information supplied by the property owner. It is the property owners' responsibility to obtain all necessary permits, governmental approvals and maintain compliance with all governmental laws, water management district plans, and private restrictions, including but not limited to: building regulations, zoning regulations, plat requirements, permitting, and declaration of restrictions (collectively, the "Laws"). The Developer, HOA, and ARB shall have no liability or obligation to determine whether the requested improvements, changes, alterations or additions comply with the Laws.

**Indemnification and Hold Harmless:** Property owner agrees to indemnify and hold the Developer, HOA, ARB, and their principals harmless for any claims arising from property owner's construction of improvements in violation of the Laws. Without limiting the foregoing, AR approval in no way modifies the property owner's responsibility or liability to maintain designated storm water flow paths and avoid encroachments into easements, building setbacks or adjacent properties.

**PROPERTY OWNER ACKNOWLEDGES THAT ALL HOME/PROPERTY ALTERATIONS DESCRIBED ON THIS APPLICATION WILL BE IN COMPLIANCE WITH THE OXFORD OAKS RESTRICTIONS, THE RULES, POLICIES AND STANDARDS OF THE DEVELOPER AND THE HOA.**

**BY SIGNING THIS ARCHITECTURAL REVIEW HOME PROPERTY ALTERATION APPLICATION, I ACKNOWLEDGE THAT I HAVE READ AND RECOGNIZE THE RESPONSIBILITIES AND LIABILITIES AS DESCRIBED ABOVE.**

**PROPERTY OWNER(S) SIGNATURE** **DATE**

**WORK MUST BE COMPLETED WITHIN 6 MONTHS OF DATE OF APPROVAL  
UNLESS AN EXTENSION HAS BEEN OBTAINED FROM THE HOA**

**ARCHITECTURAL REVIEW COMMITTEE ACTION:**

Approved                       Approved with stipulation (s) below                       Denied for reason(s) below

AR APPROVAL STIPULATIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval does not waive the property owner's responsibility/liability for compliance with the Laws as identified herein.

DENIED/REASON \_\_\_\_\_

OTHER: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Developer/HOA Representative \_\_\_\_\_

**Martin R. Dzuro, President, Oxford Oaks HOA**

**Bring/Mail/Email application to:  
The Villages Commercial Property Management  
3597 Kiessel Road, The Villages, FL 32163  
Phone: (352) 750-9455 • Email: Katie.Rongholt@thevillages.com**