



SEE REVERSE SIDE FOR
ROUTING & ADDRESS
INFORMATION

Account Number _____
(for office use only)

**ARCHITECTURAL/DESIGN
REQUEST FOR MODIFICATION**

VILLAGE: _____ DATE: _____

OWNER NAME: _____ PHONE #: _____

STREET ADDRESS: _____ LOT# _____

THE FOLLOWING IS REQUIRED TO PROCESS YOUR REQUEST:

Photo of property, legible survey clearly indicating where modifications are being made, copy of plans, product literature/brochures, paint chip samples, etc . If painting home, request to pressure clean roof may be a prerequisite to approval being granted. Please arrange for cleaning of roof if need be.

DESCRIPTION OF WORK TO BE PERFORMED: _____

Project must be started within sixty (60) days after receiving approval & completed in stated time period; any approval is automatically rescinded if the project is not started within 60 days from final approval.

CONTRACTOR NAME & LICENSE # _____

START DATE _____ END DATE _____

Design Review Committee & sub-association Architectural Review Committee Limitation of Responsibilities: The primary goal of the Committee(s) is to review the applications, plans, specifications, materials and samples submitted, and to determine compliance with the standards and policy set forth in the Mission Bay Design Review Manual and, if applicable, the sub-association documents. The Design Review Committee and/or the sub-association Architectural Review Committee do not assume responsibility for the structural adequacy, capacity or safety features of the proposed modification; compliance with building codes, safety requirements, governmental laws, regulations or ordinances; performance or quality of work of any contractor, damages or insurance requirements.

Homeowner Affidavit: I have read & agree to abide by the Covenants & Restrictions of Mission Bay Community Association, and if applicable, to those of my sub-association. I understand that no work will commence without prior approval of the Association(s). I further understand that my sub-association, if applicable, must approve my request prior to being reviewed by Mission Bay Community Association.

Owner Signature: _____

Date Received: By sub-association (if applicable) _____ By Mission Bay C.A. _____

____ Approved ____ Denied ____ Resubmit for the following reason(s) _____

SIGNATURE(s):

Sub-Association, if applicable, Board/Committee: _____ Date: _____

Design Review Committee Member(s)/Board of Governors MBCA: _____ Date: _____

_____ Date: _____

_____ Date: _____

Please allow thirty- (30) business days for routing & approval – thank you!

DESIGN REVIEW COMMITTEE OVERVIEW

The Design Review Committee reviews applications, plans and specifications for all new construction and alterations, modifications or changes to existing properties, including landscaping. Each application is evaluated on its own merits with emphasis on design, function and creativity. A letter of approval/denial will be sent to you. Please allow thirty business days for this application to be processed.

COORDINATION WITH SUB-ASSOCIATION ARCHITECTURAL REVIEW COMMITTEES

The Design Review Committee shall provide technical support and oversight to the Sub-Association Architectural Review Committees of the individual villages in Mission Bay. The incorporated villages (which include Laguna, Las Flores, The Isle, Sonata, Reflections, Regatta, and Ventura) have sub-associations that have independent and functioning Architectural Review Committees. The sub-association must approve the application first. The application is then forwarded to Mission Bay community (NOTE: The villages of Cordova, La Costa, and Harbour Springs do NOT have a separate Architectural Review Committee. The Mission Bay Design Review Committee will be the only Committee to evaluate requests.)

PROCEDURE FOR SUBMITTAL OF A PROJECT:

Owners in the following villages must complete this form and send it to their respective manager/management company *before* Mission Bay Design Review Committee approves.

Laguna Homeowner Associations (sub-associations):

A&N Management
902 Clint Moore Road (#110)
Boca Raton, FL 33487
(561) 982-8633 Fax: (561) 982-8655

Las Flores Homeowner Association (sub-associations):

P.A.C. Sheri Scarborough
20283 State Road 7 (Ste.300)
Boca Raton, FL 33498
(561) 482-9476 Fax: (561) 482-9401 e-mail pac1109@adelphia.net

Reflections, Ventura & The Isle Homeowner Association (sub-associations):

Quality Management Group, Inc. Manager – Robert Skarecki
9045 La Fontana Blvd. (Suite 101)
Boca Raton, FL 33497
(561) 477-2621 Fax: (561) 852-1981

Regatta Homeowner Association (sub-association):

Mahogany Services Inc. Manager – Howard Elias
21 S.E. 5TH Street Suite 100
Boca Raton, Florida 33432
(561) 997-6453 Fax: (561) 488-9898

Sonata Homeowner Association (sub-associations):

Pointe Management Manager – Eric Estebanez
75 NE 6th Ave (Suite 206)
Delray Beach, Florida 33483
(561) 274-3031 Fax: (561) 274-3065

Cordova, La Costa, & Harbour Springs:

Apply directly to Mission Bay Community Association at the administration office.
10555 Diego Drive South
Boca Raton, Florida 33428

Mission Bay Administration Office:

Main Number: (561) 479-1900 Facsimile: (561) 488-3539

Web Site Address: <http://www.MISSION-BAY.COM>

Forms are available at the administration office or your respective management company.