

VIVIENDA WEST CONDOMINIUM ASSOCIATION (VWCA)

c/o Sunstate Management Group, Inc., P.O. Box 18809, Sarasota, FL 34276

Tel: 941-870-4920 / Fax: 941-870-9652

**VWCA ARCHITECTURAL REVIEW COMMITTEE (ARC) REQUEST FORM
DRIVEWAY PAD EXTENSION**

UNIT OWNER'S NAME: _____ DATE: _____ PHONE: _____

ADDRESS: _____ UNIT #: _____

E-MAIL ADDRESS: _____

Notice to Requestor:

A driveway pad extension modifies the community's common area, becomes the property of the Association, continues to be part of the community's common area, and will be maintained by the Association according to its governing documents [See Article 4.d.(3), (7) and 7.5 of the Declaration of Condominium].

In accordance with the Association's governing documents, the unit owner is entitled to the use of one parking space associated with the unit. That parking space is as described in the plat diagram, **Exhibit A**, of the Association's Declaration of Condominium governing document. The unit owner is entitled to the exclusive use of this one parking space only, and only this space can be transferred and reassigned in connection with the sale, lease, or transfer of the unit.

A pad extension will remain part of the common area of the Association, is accessible and usable by all members of the Association, and cannot be transferred with the sale or lease of the unit. Unit owners are obligated to inform potential buyers or lessees that their pad extension is not transferred with its sale or lease, is not for exclusive use of the buyer or lessee, and is common property usable by all Association members.

Common area modifications require a VWCA Special Member Meeting to be called where two-thirds (2/3) of all eligible members must vote and approve the requestor's modification to his/her common area. This Special Member Meeting is called at the Board's discretion. Such meetings require a 14-day notice to all members.

The Board of Directors will proceed to facilitate calling a Special Member Meeting on behalf of the Requestor provided that the supporting documentation (listed on the following page) satisfies the following conditions, and the Request Form and documentation have been reviewed by ARC.

The following conditions must be satisfied:

1. A pad can neither encroach on other unit boundaries nor impact neighboring units.
2. A pad cannot be more than 8' wide or longer than the length of the unit's current driveway.
3. A pad cannot extend toward the front entrance of the unit's building.
4. A pad must be affixed to the existing driveway and sloped such that water flows to the roadbed.
5. A pad must be poured concrete and be a minimum thickness of four (4) inches.
6. A pad color tone should be an acceptable match to the existing driveway concrete.
7. A pad cannot present a safety hazard or impact or hinder the Association's ability to perform normal maintenance.
8. Any irrigation system modifications must be clearly identified. No irrigation piping can be installed under the proposed pad. Any required modification must be performed by the Association's irrigation contractor.
9. The work must be performed by a licensed and insured contractor.
10. A verification is required that no utilities, such as electrical, cable, water supply, etc. will be affected.
11. The common area impacted must be cleared of all debris and left presentable on completion.

Required documentation for the Driveway Pad Extension:

Please provide the following documents, diagrams, and photographs:

1. A detailed Specification from the contractor of the proposed concrete slab, including preparation and cleanup work to be done. Such Specification should meet the minimum requirements for such construction and must detail:
 - a. The dimensions of the modification;
 - b. The specific material used and strength of such material, i.e., PSI rating;
 - c. The thickness of the concrete pad;
 - d. Subsurface preparation such as compacted sand or compacted crushed stone;
 - e. Expansion joints and locations;
 - f. The tie-in material to existing driveway substrate, i.e., re-bar as needed, and the location; and
 - g. The specific concrete reinforcement material to be used, such as wire mesh.
2. Documentation detailing the specific dimensions of the area impacted, and dimensions to adjacent unit properties. A scaled drawing of the driveway and proposed driveway pad extension must be provided. Property lines of requestor and neighboring properties, if impacted, should be clearly defined in accordance with the Association's plat plan, Exhibit A, detailed in its governing documents mentioned earlier.
3. The proposed common area for the driveway pad must be marked with paint, flags or stakes and photo(s) of said area must be attached clearly showing the location of the pad relative to the surrounding buildings and landscaping. The use of landscaping paint is advisable.
4. Diagram(s) detailing any new irrigation lines and sprinkler heads required to be moved or installed. Any required modifications can be detailed in the above scaled drawing of the pad or must be provided in an alternative diagram. A verification from the Association's irrigation contractor is required if no irrigation system modifications are required.
5. A satisfactory report from Sunshine (Dig Safe) 811. Contact Sunshine (Dig Safe) by dialing 811. Their web site is Sunshine 811. They will open a ticket and reach out to the utility companies who will come out and inspect the area within two (2) business days to identify any impact to existing utilities and will provide inspection results. There is no cost for this service.
6. A copy of the contractor's license and proof of insurance.

ESTIMATED START DATE _____ ESTIMATED COMPLETION DATE _____

All costs associated with the pad installation project are the responsibility of the requestor.

All required documentation must be submitted to the Association's Management Company.

The Architectural Review Committee (ARC) and Board of Directors shall have no liability or obligation to determine whether such improvement, alteration and/or addition complies with any applicable law, rule, regulation, code, or ordinance.

Unit Owner's Signature: _____ Date: _____

All Conditions Satisfied and Required Documentation Provided:

Acknowledged by BOARD OF DIRECTORS: _____ DATE: _____

Special Member Meeting Scheduled for _____ (Date)