

*VIVIENDA WEST CONDOMINIUM ASSOCIATION (VWCA)*

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

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**VWCA ARCHITECTURAL REVIEW COMMITTEE (ARC) REQUEST FORM  
ROOF SOLAR PANEL SYSTEM**

UNIT OWNER'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**Notice to Requestor:**

This ARC request form is to be used to request the installation of a Solar Panel System to the roof of a unit.

In accordance with the Association's governing documents, the roof system of a building within the unit, though owned by the unit owner, is the Association's responsibility to maintain [See Article 4.d.(3), (7) and 7.5 of the Declaration of Condominium]. As such, any modifications to the roof system must be reviewed and approved by the Board of Directors of the Association.

**Unit owners will be responsible for any damages of any portion of the unit maintained by the Association attributed to the installation or existence of solar panels on the roof system. The cost of repairs for such damages will be the responsibility of the unit owner.**

**Unit owners will be responsible for removing solar panels at owner's expense when roof repairs are required, or replacement of the roof system is scheduled. Should the owner fail to remove the panels for such repairs or replacement in a timely manner, the Association can contract such removal at the owner's expense.**

**The unit owner must disclose the owner responsibilities to potential buyers of the above unit.**

**The unit owner must update their required condominium insurance to include the solar panel system and provide proof of insurance to the Association Secretary.**

**All costs associated with the solar panel installation project are the responsibility of the requestor.**

The Association is not responsible for any damages to solar panels resulting from weather or other naturally occurring events.

**The following minimum guidelines have been established to promote the use of a solar panel system on roofs within the Association.**

1. A solar panel system must be installed in a manner that meets all pertinent Florida Building codes.
2. The work must be performed by a qualified contractor licensed in the State of Florida to install solar panel systems on homeowners' roofs.
3. A solar panel system shall not interfere with the roof ventilation system.
4. Any modification of utilities, such as electrical, cable, etc. affected by the installation will not result in any additional Association maintenance cost for the unit or present a safety or fire hazard.
5. The proposed solar panel system must meet Florida requirements for hurricane level weather conditions.
6. The preferred location of a roof mounted solar panel array is on the rear or side roof surfaces of the unit, i.e., not on the street side or front roof surface.

7. All components of the solar panel system should be integrated into the design of the home. The color of the solar panel system components should generally conform to the color of the roof shingles to the extent practical.
8. The highest point of the solar panel array will be lower than the ridge of the roof where it is attached.
9. The solar panel(s) may not be higher or wider than the portion of the roof(s) where it is attached. The top edge of the solar panel(s) must be parallel with the roofline and conform to the slope of the roof.
10. Solar panels must lay flat with the roof surface, that is, not elevated at an angle to the roof surface.
11. Piping and electrical connections should be located directly under and/or within the perimeter of the panels, when possible, and placed as inconspicuously as possible when viewed from all angles.
12. All conduit and utility boxes associated with the solar panel installation mounted on the unit exterior must be painted consistent with the exterior colors of the unit. If painting the utility boxes is prohibited by the solar panel system company, the utility boxes must be installed within the garage or unit.

A variance to certain sections of these guidelines may be granted if compliance with these guidelines would significantly increase the purchase price of the solar panel system.

### **Required Documentation for the Solar Panel Installation:**

**Please provide the following documents, diagrams, and photographs:**

- A detailed specification from the contractor of the solar panel system to be installed. Such specification must meet the minimum requirements for such construction and must detail:
  - a. The dimensions, location, and layout of the solar panels on the roof system;
  - b. The location of the tie into the electrical system of the unit; and
  - c. The color of solar panel frames, brackets, wires, and pipes.
- Diagram(s) drawn to scale or illustrations detailing the location of the solar panels on the roofing system.
- Photos of the roof areas where the panel array(s) will be mounted.
- Manufacturer’s description of the system, photos and/or pictures of the system and color of the system.
- A copy of the contractor’s license and proof of insurance.
- A copy of permits required for installing solar panels on the building’s roof.
- Engineering certification that the module and rack system used meets the current Florida Building Code.
- Engineering certification that the building can support loads imposed by solar components and do not exceed the live or dead loads of the building or roof.
- If mounting a solar array on the front roof surface (street side) of the unit, documentation is required from the solar contractor certifying that mounting the solar array on the front roof is the only feasible location.

ESTIMATED START DATE \_\_\_\_\_ ESTIMATED COMPLETION DATE \_\_\_\_\_

**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: \_\_\_\_\_

<b><u>Permission to Install Roof Solar Panel(s) is granted.</u></b>	
BOARD OF DIRECTORS: _____	DATE: _____