

Prior to the initiation of any exterior changes, except those specifically identified in our Seawalk Architectural Guidelines, the homeowner is required to submit a request for approval by the Architectural Control Committee (ACC). The ACC function is to review, approve, or disapprove architectural change requests within the Seawalk community. This is a requirement of the Seawalk Declaration of Covenants and Restrictions. The intent of this requirement is to maintain the original concept of the community and to ensure that any changes are in harmony with the overall community, in compliance with the “Seawalk Covenants and Restrictions” and with the “Architectural Control Committee Guidelines”.

The procedure for completing an ACC Request for any exterior or landscaping change to your property is as follows:

1. Obtain an ACC application form which is available from May Management, the Seawalk Website ([www.seawalkhoa.com](http://www.seawalkhoa.com)) or an ACC Committee member. Fill out the form and include samples of colors, textures as well as diagrams/sample pictures or architectural renderings of items such as the location of fencing, railings, trees, plantings, tile, stonework etc. A written description of the plan should also be attached. Be as detailed as possible so that the committee will have the best understanding of what you wish to accomplish to eliminate any delay in processing.
2. Inform the ACC that you intend to submit an application for an upcoming meeting. If submitting the application via regular mail, submit two copies of the completed form and 2 copies of the appropriate surveys, plans, pictures, etc. If sending via email, one copy is sufficient.
3. Submit the application to the ACC chair (name on website), the current May Management CAM (currently [rhamlett@maymgt.com](mailto:rhamlett@maymgt.com)) and [Seawalkhoa@gmail.com](mailto:Seawalkhoa@gmail.com). **Your application is not considered submitted until you receive confirmation from May Management.** To ensure the most up to date contact information, we recommend you contact May Management at (904)273-9832 to confirm before submitting
4. During the meeting, the ACC will review, approve, disapprove or table the application. An application typically would be tabled for lack of sufficient details or necessary information that the ACC requires to make an informed decision. If tabled, the time clock will be reset when all information is properly received.
5. Upon approval the ACC will stamp and sign the application as is required by St. Johns County for County permit approval. The applicant will then deliver a copy of the application to May Management for filing.

The ACC meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month – notice is posted on the back gate area sign). Please be prompt if you plan to attend. Meeting may be cancelled when there are no known applications to review. The ACC is required to review and make a decision within 30 days of receipt. You will receive notification at a time thereafter.



The ACC is known as a “Statutory Committee” and must operate according to the Florida Sunshine Laws. As such, we are not allowed to discuss your application outside of a scheduled meeting. For more information on the Florida Sunshine Law go to the website: <http://myfloridalegal.com/sunshine>.