PALMWOOD HOMEOWNER'S ASSOCIATION, INC.

John Rhodes & Elena Way, Melbourne, FL 32934

Request for Approval or Exemption Form

Date: _____

Contact Information: Name: _____

Address: _____Phone/Email: _____

In an effort to provide and protect all homeowner's rights and values, our deed restrictions require that every homeowner desiring exemptions or requests to their deed restricted property receive prior approval of the Palmwood HOA board. This process begins by completing and submitting this request form.

This form must be completed in full in order to be considered by the Palmwood Homeowner's (HOA) board. An incomplete application will be delayed or denied for lack of information. The Palmwood HOA board retains the right to ask for additional information regarding any request.

Note: The Palmwood HOA board retains the right at any time to revoke or modify any exemption or approval in order to be consistent with state or federal laws, or if said exemption creates an unforeseen nuisance, hazard, or disturbance, or any other reason that the board deems appropriate. In addition, other members of the Palmwood HOA community do have the right to object to an exemption both prior to and after the fact, in writing, to the Palmwood HOA board, and this objection will be considered by the Palmwood HOA board. If a revocation of a previously approved exemption occurs, the Palmwood HOA board will notify the homeowner in writing. An objection by another homeowner does not mean that the exemption will be automatically revoked, but simply that the consequences of the exemption can be reconsidered by the board.

Any exemptions must not interfere with another member's right to a reasonable peaceful enjoyment of their homes. In addition, the Palmwood HOA board will consider on a case-by-case basis the location and proximity to other property owner's homes prior to approval.

A "conditional" approval can be granted, with stipulations that may address size, placement, etc. of the subject of the exemption. If the requesting homeowner is found to be in violation of these stipulations, the Palmwood HOA retains the right to revoke the exemption and/or issue a violation for no longer being within the bounds of the "conditional" approval, until such time that the requesting homeowner is found to be back within the bounds of the "conditional" approval.

In addition, not every property within the community is exactly the same, and what may be considered acceptable for one property, may not be acceptable for another, due to the proximity of homes, congestion of specific areas, location of utilities, and so on. This may be considered when granting an exception, and discretion may be required when considering an exemption. This will be done on a case-by-case basis. All homeowner's rights will be considered during the application for approval by the board.

Please remember when applying for an exemption that these are your neighbors. Any request for approval should consider the community as a whole, as well as your immediate neighbors.

Note: The Palmwood HOA allows for exemptions/approvals to be made in order to make living within the community more amicable/amenable. However, it is the property owner requesting the exemption/approval who bears all responsibility for any damages which may be incurred as a result of the subject of this exemption, both to the requesting property owner's property, as well as to any other property. The property owner has a duty to take reasonable precautions to ensure the safety of their property. In addition, the Palmwood HOA approval is only applicable to its Deed Restrictions, and is not a substitute for, and does not in any way waive, the responsibility of

the homeowner to secure all required permits from all necessary governmental authorities, and fully complying with the same. The requesting property owner agrees to absolve Palmwood HOA of all responsibility.

Please use the following space to describe the requested approval/exemption, any relevant background information, and reasoning for the exemption. You may also include pictures or drawings as required. Please provide as much detail as possible in order to facilitate approval. If painting, please indicate the color. For all other requests, please include the location(s), materials being use (if applicable), and any other relevant information.

Also, please consider if this a temporary request or permanent request. An example of temporary request would be seasonal flags, temporary parking requests, etc. An example of a permanent request would be paint colors, fence materials, etc. If you make a temporary request and find that you need additional time, an extension can be requested and considered by the board.

The homeowner also agrees and understands that the Palmwood HOA will act on this request in a timely fashion and provide contact regarding the decision. The homeowner agrees not to begin a proposed project until the Palmwood HOA notifies the homeowner the of approval of the request. *Violations committed without exemption approval are subject to HOA assessment policy*. The homeowner also agrees that if a change is made that is not approved by the Palmwood HOA, the homeowner will *immediately reverse/terminate the action* without undue delay and at the homeowner's expense.

__Temporary Request (if temporary, please include the start and end dates)

Start Date of request: _____ Expected End Date of Request: _____

__Permanent Request

__Other, please explain below

**Note: Please use additional pages if necessary or include a separate letter if additional space is required.

Homeowner Signature: _____

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The Following is to be completed by the Board of the Palmwood HOA

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Date Received by HOA: _____

Director Signature: _____, Director Signature: _____

Director Signature: _____

___Approved as Submitted ___Approved with Conditions/stipulations (see attached) ___Not Approved (see attached)