

Last Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_



## Bartram Springs ACC Checklist

\_\_\_\_\_ Application Fee                      \_\_\_\_\_ Signed Contractor Agreement (if applicable)

\_\_\_\_\_ Survey                                      \_\_\_\_\_ Completed App w/Signature

**Fence:**

\_\_\_\_\_ Manufacturer

\_\_\_\_\_ Style

\_\_\_\_\_ Materials

\_\_\_\_\_ Marked on Survey

**Pools & Enclosures:**

\_\_\_\_\_ Two Sets of Plans

\_\_\_\_\_ Material

\_\_\_\_\_ Marked on Survey

**Pavers:**

\_\_\_\_\_ Color

\_\_\_\_\_ Pattern

\_\_\_\_\_ Picture of Exterior of House

\_\_\_\_\_ Location marked on Survey

**Painting:**

\_\_\_\_\_ Pictures of your home and Surrounding houses

\_\_\_\_\_ Paint Chips/samples/swatches

**Landscaping:**

\_\_\_\_\_ Marked on Survey

\_\_\_\_\_ Picture & Description of Plants

**Roof:**

\_\_\_\_\_ Pictures of your home and Surrounding Houses

\_\_\_\_\_ Brand/style/color

**PLEASE NOTE**

**\*\*\* ALL Applications must be completed and submitted with payment (when applicable) and supporting documentation by 12:00PM the Thursday before the meeting to be reviewed. Incomplete applications will not be accepted/submitted for review. \*\*\***

Please contact Vesta with any questions about the application process.

Vesta Property Services  
 200 Business Park Circle, Ste. 101  
 St. Augustine, FL 32095  
 904-747-0181

Jodi Moore, LCAM - [jmoore@vestapropertyservices.com](mailto:jmoore@vestapropertyservices.com)



**BARTRAM SPRINGS HOMEOWNERS ASSOCIATION, INC.  
14530 Cherry Lake Drive East  
Jacksonville, FL 32258**

Application for ACC review

DATE SUBMITTED: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Owners Address (if different than property address) \_\_\_\_\_

Type of Alteration: \_\_\_\_\_

Vendor: \_\_\_\_\_

**NON-REFUNDABLE ACC REVIEW FEE \$25 for each application  
48 HOURS FROM MEETING DATE, TURN TIME ON DECISIONS BEING MAILED OUT**

**\*\*\*ALL Applications must be completed and submitted with payment (when applicable) and supporting documentation by 12:00PM the Thursday before the meeting to be reviewed. Incomplete applications will not be accepted/submitted for review. \*\*\***

PLEASE MAKE CHECKS PAYABLE TO: Vesta Property Services, Inc. and forward the complete submission along with the check to:

Bartram Springs, HOA, Inc.  
c/o: Vesta Property Services, Inc.  
200 Business Park Circle Suite #101  
St. Augustine, FL 32095  
Attn: Jodi Moore, LCAM  
[jmoore@vestapropertyservices.com](mailto:jmoore@vestapropertyservices.com)

Ph: 904-747-0181



**FENCES**

Lot Type (circle): Lake    Preserve/open tract    Interior    Corner    Perimeter (Cherry Lake Dr.)  
Fence Type (circle): Vinyl [Texture: Yes / No ]                      Black Aluminum

**EXTERIOR PAINT COLORS**

Paint chips/samples are required for exterior paint applications. Pictures of the neighbor’s house across the street, and on either side of the applicants’ house are needed so that the ACC committee can see that the neighborhood displays a variation of exterior colors.

Please note if you are using a brand other than Sherwin Williams, please provide the comparable Sherwin Williams approved color chip.

Color of Body of House	_____	_____
	Paint Number	Color Name
Color of Trim	_____	_____
	Paint Number	Color Name
Color of Garage Door	_____	_____
	Paint Number	Color Name

Garage door must be the color of the body of the house or trim color. Body color is preferred to de-emphasize garage doors.

Color of Front Door	_____	_____
	Paint Number	Color Name

Color of Accent (Shutters or Decorative)	_____	_____
	Paint Number	Color Name

**Total of 4 colors are allowed**

**ROOF**

Brand: \_\_\_\_\_ Color: \_\_\_\_\_

Style: \_\_\_\_\_ Drip edge/ventilation color: \_\_\_\_\_

\*\*\*Please include picture of proposed roof (from brochure or internet)



**DETAILED DESCRIPTION OF IMPROVEMENTS OR ALTERATIONS**

\*\*\*Please attach a copy of your survey clearly marked showing the location of the improvements in relation to other structures and property lines. Screen enclosures need an elevation drawings.\*\*\*

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**\*\*I understand that ACC applications have a 30-day review period and does not commence until all documentation to complete my application is received by the ACC.**

Owner signature \_\_\_\_\_ Date \_\_\_\_\_