

LAKE OF THE WOODS HOA
ARCHITECTURAL REVIEW COMMITTEE (ARC) APPLICATION
OFFICE: (407) 834-6828 EMAIL: FrontDesk@LakeOfTheWoodsHOA.com

Name	Email		
Property Address			
Mailing Address	City	State	Zip
Phone(s) Home	Work	Fax	

All owners are responsible for adhering to the Declaration of Covenants, Conditions and Restrictions and the Association's Rules as established by the HOA when making any exterior modifications to the footprint of the lot or unit.

Understanding the above, I hereby request approval to make the following changes, alterations, renovations, and/or additions to my property:

- ☐ Fence / Gate ☐ Tree Removal ☐ Porch Enclosure ☐ Exterior Lighting or Camera
☐ Garage Door ☐ Driveway ☐ Satellite Dish ☐ Windows
☐ Other:

Description: _____

Submission Instructions: Attach two (2) copies of each applicable survey, drawing/plan, and color sample. Drawings/plans must be accurately labeled.

NOTE: APPLICATIONS SUBMITTED WITHOUT THE REQUIRED SUPPORTING DOCUMENTS WILL BE CONSIDERED INCOMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND WILL BE RETURNED TO THE OWNER.

BY SIGNING BELOW, THE OWNER(S) UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

1. All work will be performed expeditiously once commenced and in a professional manner by a licensed contractor or the homeowner, as applicable.
2. All work will be performed in a timely manner that minimizes inconvenience to neighboring residents.
3. The Owner(s) assume all liability and responsibility for damage to other lots and/or common areas resulting from the performance of the work.
4. The Owner(s) are responsible for the conduct of all persons, agents, contractors, subcontractors, and employees connected with the work.
5. The Owner(s) are responsible for complying with all applicable federal, state, and local laws, codes, regulations, and requirements and for obtaining any required Seminole County permits or other governmental approvals.
6. Upon receipt of a complete application, the Association management office will

forward the ARC Application for Association review. A decision may take up to thirty (30) days after a complete application is received. The Owner(s) will be notified in writing when a decision is made.

7. If a contractor will perform the work, provide the contracting company name and contact information below.
8. Approved work must begin within sixty (60) days of the date of written approval and be completed within ninety (90) days after work begins, weather permitting.

Contracting Company (if applicable): _____

Contractor Contact Name: _____ **Phone/Email:** _____

Signature of Owner(s): _____ **Date:** _____

Signature of Owner(s): _____ **Date:** _____

DO NOT WRITE BELOW THIS LINE

Recommendation from the Building and Grounds Committee:

☐ **Approved** ☐ **Conditional Approval** ☐ **Disapproved**

Signature: _____ **Recommendation Date:** _____

Comments/Conditions/Reason for Disapproval: _____

Board/Architectural Review Committee Decision:

☐ Committee Recommendation Accepted

If not, ARC decision on application is:

☐ Approved ☐ Conditional Approval ☐ Disapproved

Signature: _____ **ARC Decision Date:** _____

Comments/Conditions/Reason for Disapproval: _____

Date Submitted by Owner: _____ **Date Sent to B & G:** _____

Date Submitted to ARC/Board: _____ **Date Owner Notified:** _____