

Revised January, 2019

Construction Requirements & Time Frames
For Replacement of Original Window
Request Form Included

The LOW Building & Grounds Committee regularly meets only ONCE each month; at present that meeting is the first Tuesday of each month at 7 PM. Therefore all request forms need to be received in the LOW office by 5 PM on the Friday BEFORE that meeting to be considered at the next monthly meeting. Request forms submitted after this deadline will be considered the NEXT calendar month.

Work must begin within sixty (60) days and be completed within ninety (90) days (Weather permitting).

Windows frames shall be aluminum or vinyl and bronze in color.

Windows shall be Single or double hung.

All exterior windows must have Bronze in color frames, aluminum or vinyl frame with safety glass.

All units can use single or double hung windows, sliding horizontal windows or fixed glass panels as long as different types of windows are not used in the same wall.

Window must match configuration of existing windows in subject property, and adhere to Seminole County Code.

- **This form is intended for the replacement of the original (existing) windows and not for additional windows for an enclosure**

I have read and understand all the information provided on this application form, including building specifications and requirements for **Window Replacement**.

Homeowner Signature

Date

Contractor Signature

Date

Lake of the Woods Homeowners Association
300 Carolwood Point
Fern Park, Florida 32730
OFFICE 407-834-6827
FAX 407-834-5446

Revised January,, 2019

Construction Requirements & Time Frames
For Enclosing Carport
Request Form Included

The LOW Building & Grounds Committee regularly meets only ONCE each month; at present that meeting is the first Tuesday of each month at 7 PM. Therefore all request forms need to be received in the LOW office by 5 PM on the Friday BEFORE that meeting to be considered at the next monthly meeting. Request forms submitted after this deadline will be considered the NEXT calendar month.

Work must begin within six (6) months and be completed within nine (9) months.
(Weather permitting).

Homeowner will

Use Concrete block wall with stucco overlay

Match color and texture to existing stucco wall on this unit.

Remove existing header fascia board (if any) and replace with lath and stucco.

Ensure window is bronze in color, single or double hung must be 36" x 36" and may slide horizontally.

Match outside decorative wood trim above and below window to the quality of the existing materials.

Ensure stucco is flush with windows and door.

All doors must conform to existing design.

Please provide picture of door to be installed.

I have read and understand all the information provided on this application form, including building specifications and requirements for **Enclosing Carport**.

Homeowner Signature

Date

Contractor Signature

Date

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Construction Requirements & Time Frames
For Upgrading Screen Porch / Aluminum Enclosure
Request Form Included

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Work must begin within (6) months and be completed within ~~days~~ (9) months.
(Weather permitting).

Homeowner may:

Re-screen any or all surfaces with screen of better quality.

Replace Kick Plate and Metal with same or better quality materials. Exterior color must be consistent with current approved paint colors, if applicable.

Homeowner may have a metal in Bronze color, if applicable.

Replace Screen door with same or better quality door.

Screen that is replaced must be either Black, Brown, or Gray, in color.

I have read and understand all the information provided on this application form, including building specifications and requirements for **Upgrading Screen Porch / Aluminum Enclosure.**

Homeowner Signature

Date

Contractor Signature

Date

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Construction Requirements & Time Frames
For Room Enclosure
Request Form Included

The LOW Building & Grounds Committee regularly meets only ONCE each month; at present that meeting is the first Tuesday of each month at 7 PM. Therefore all request forms need to be received in the LOW office by 5 PM on the Friday BEFORE that meeting to be considered at the next monthly meeting. Request forms submitted after this deadline will be considered the NEXT calendar month.

Room shall be

Constructed with concrete block with stucco overlay

Color and texture of the stucco shall match existing quality and color of the existing wall of unit

Remove existing header and fascia board and replace with lathe and stucco

Stucco to be flush with windows and doors

*Exterior door must be metal or fiberglass and must be painted to match stucco color

Exterior paint color must be consistent with current approved paint colors.

*Windows will be bronze in color, aluminum or vinyl frame; may be single or double hung and slide vertically or horizontal

Bottoms of windows must be 2' above slab

Work must begin within (6) months and be completed within (9) months. (Weather permitting).

It is recommended to raise porch slab to the same level as the floor of the unit to reduce the possibility of future flooding. Discuss benefit of having the new flooring "weather sealed".

Make sure that your plans do not exceed past the current roof line.

INFORMATION REQUIRED

*Type of window or fixed frames, including size.

*Type of door, including size.

*Plan of enclosure wall, including door and windows. Please indicate type, dimensions and other necessary information.

*Modification to existing slab, columns and walls to be indicated as necessary including method of attaching enclosure to slab walls and columns as necessary.

Gutter and down spouts location and size to be indicated. Gutter to match trim color and downspouts to be stucco color.

Gutter and downspouts approved by the association as follows:

All new replacement gutters shall be six (6" and 3" x 5" downspouts. It is highly recommended to install the gutters with leaf protection system to keep the gutter clear of debris.

An optional alternative to the six (6") inch gutter system that is also approved by the association is the Rain handler system that never needs to be cleaned.

*** Per Seminole County Code**

I have read and understand all the information provided on this application form, including building specifications and requirements for **Room Enclosure**.

Homeowner Signature

Date

Contractor Signature

Date

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300 Carolwood Point
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Construction Requirements & Time Frames
For Garage Door Replacement
Request Form Included

The LOW Building & Grounds Committee regularly meets only ONCE each month; at present that meeting is the first Tuesday of each month at 7 PM. Therefore all request forms need to be received in the LOW office by 5 PM on the Friday BEFORE that meeting to be considered at the next monthly meeting. Request forms submitted after this deadline will be considered the NEXT calendar month.

Attached to this form is the information sheet for replacing a garage door.

The work must be performed by a licensed, experienced contractor and must adhere to Seminole County Code requirements stated in R301.2.1.2

Work must begin within sixty (60) days and be completed within ninety (90) days
(Weather permitting).

You will need to provide a sample picture of the Garage Door to be installed with measurement. Design of the new door should match existing door.

Painting of the new door is the responsibility of the Homeowner.

I have read and understand all the information provided on this application form, including building specifications and requirements for **Garage Door Replacement**.

Homeowner Signature

Date

Contractor Signature

Date

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Construction Requirements & Time Frames
For
For Installation of Satellite TV Dishes & Antennas
Request Form Included

This form must be shared with Installer before installation takes place.

Owner will provide installation details and location of the TV Dish/ Antenna and cable components to the Building & Grounds Committee for review as part of this request.

Satellite TV dish / antennas and associated cable installation will not degrade exterior wall, fascia or wood, metal trim integrity or violate any applicable FCC safety regulations.

Installation of these items is prohibited on roofs, fascia boards and any other building trim material. **Installation is restricted to concrete and stucco wall surfaces.** The Association is responsible for the exterior maintenance of all buildings; homeowners who do not comply with the Installation Guidelines will be responsible for any damage to the roofs, fascia or exterior trim work.

Satellite TV dish and antennas can be installed in courtyard areas if not visible above the wall.

The owner of the satellite TV dish or antenna is responsible for the maintenance and/or replacement of the unit. The Association has no responsibility for the maintenance and/or replacement of the unit and accepts no liability for the same.

Any TV dish or antenna pole shall not exceed a height of 12 feet above the lower edge of the main roof per FCC guidelines. If required and necessary, the pole can be anchored to the exterior stucco wall, but cannot be anchored to any fascia boards or other exterior trim. All work must adhere to Seminole County Code.

I have read and understand all the information provided on this application form, including building specifications and requirements for installation of **Satellite TV Dishes and Antennas Installation.**

Homeowner Signature

Date

Contractor Signature

Date

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Construction Requirements & Time Frames
For
Gate Replacement
Request Form Included

The LOW Building & Grounds Committee regularly meets only ONCE each month; at present that meeting is the first Tuesday of each month at 7 PM. Therefore all request forms need to be received in the LOW office by 5 PM on the Friday BEFORE that meeting to be considered at the next monthly meeting. Request forms submitted after this deadline will be considered the NEXT calendar month.

Attached to this form is the information sheet for replacing a courtyard gate.

All Gate replacements must be either Iron or Wood.

The work must be performed by a licensed, experienced contractor and must adhere to Seminole County Code, if applicable.

Work must begin within sixty (60) days and be completed within ninety (90) days, (Weather permitting).

I have read and understand all the information provided on this application form, including building specifications and requirements for **Gate Replacement**.

Homeowner Signature

Date

Contractor Signature

Date

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Fern Park, Florida 32730
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Revised January, 2019
Construction Requirements & Time Frames
For Driveway Extensions
Request Form Included

The LOW Building & Grounds Committee regularly meets only ONCE each month; at present that meeting is the first Tuesday of each month at 7 PM. Therefore all request forms need to be received in the LOW office by 5 PM on the Friday BEFORE that meeting to be considered at the next monthly meeting. Request forms submitted after this deadline will be considered the NEXT calendar month.

Driveway Extension Guidelines

The work must be performed by a licensed, insured and experienced contractor, per Seminole County Code, if applicable.

The material for the driveway extension must be concrete. No pavers, bricks or stones are permitted.

The maximum width of 24” is permitted for a single car garage; a 36” maximum width is permitted for a double car garage, not to extend beyond the garage wall, on the walkway side of the drive.

Sod should only be removed the width of the extension.

If there are any trees in close proximity to the proposed extension the homeowner must hire (at their own cost) a licensed landscape company expert or arborist to verify the tree will not be damaged by the driveway extension. The arborist report including a copy of their invoice must be included with the work request form that is submitted to the Building & Grounds Committee for verification.

The homeowner will be responsible for labor and costs if any irrigation is damaged or needs to be relocated. This task will be performed by Association staff.

Any damage to the irrigation system will be the responsibility, at his or her cost, to repair.

I have read and understand all the information provided on this application form, including building specifications and requirements **for Driveway Extensions.**

Homeowner Signature

Date

Contractor Signature

Date

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Revised January, 2019
Construction Requirements & Time Frames
For Replacing Exterior Lights
Request Form Included

The LOW Building & Grounds Committee regularly meets only ONCE each month; at present that meeting is the first Tuesday of each month at 7 PM. Therefore all request forms need to be received in the LOW office by 5 PM on the Friday BEFORE that meeting to be considered at the next monthly meeting. Request forms submitted after this deadline will be considered the NEXT calendar month.

If applicable, the work must be performed by a licensed, insured and experienced contractor, per Seminole County Code

Attached to this form is the information sheet **for Replacing Exterior Lights.**

I have read and understand all the information provided on this application form, including building specifications and requirements **for Replacing Exterior Lights.**

Homeowner Signature

Date

Contractor Signature

Date

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Fern Park, Florida 32730
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