

The Preserve at Lake Charm Homeowners Association, Inc.

Architectural Review Board (ARB) Application

Mail Application to: ASC Property Services Inc. PO Box 196025, Winter Springs, FL 32719-6025

Phone: (407) 636-6060 Email to: HOAFlorida@aol.com and tpalc.arc@gmail.com

Name: _____ Email: _____

Property Address: _____

Mailing Address: _____ City _____ State _____ Zip _____

Phone(s): Home _____ Work _____ Cell _____

In accordance with the Declaration of Covenants, Conditions and Restrictions and the Association's Rules and Regulations, installation must conform to this approval and the Association's guidelines.

I hereby request your consent to make the following changes, alterations, renovations and/or additions to my property:

☐ Fence ☐ Screen Enclosure ☐ Patio ☐ Other: _____
☐ Swimming Pool ☐ Landscaping ☐ Lawn Replacement
☐ Exterior Color – Body _____ Trim _____ Door _____

***Note:** All exterior paint colors must be selected from the Association's approved color binder – available from the Architectural Review board.

****Note:** All additions and accessory Structures require a twostep approval process. First step is to submit a sketch of the structure for preliminary approval. Second step is to submit an architectural drawing, with plot survey, for final structure approval.

Description of project: _____

All applications must be accompanied by a property survey that shows the location(s) of the proposed changes, alterations, renovations, or additions. Attach color samples, if applicable (painting, fencing, screen enclosures, roofing, or other decorative items). If the application includes a pool, screen enclosure, or other vertical construction, provide floor plans and elevations of the project, including how equipment will be screened from view. Fencing applications should not that posts will be on the inside of the fence and include height of fence, material, and slat style. For construction projects that require a permit, a copy of the permit is required.

Contractor/Architect: _____ Phone: _____

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

1. No work will begin until written approval is received from the Association. Construction activities shall be performed on a diligent, workmanlike and continuous basis. Majority of construction is expected to be completed within 60 days.
2. All work will be completed expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
3. All work will be performed timely and in a manner that will minimize interference and inconvenience to other residents. Work hours 7am to 7pm, no work noise on Sundays.
4. I assume all liability and will be responsible for any and all damages to other lots and/or common areas, which may result from performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
6. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
7. Upon receipt, ASC Property Services Inc, will forward the ARB application to the Association. A decision by the Association may take up to 30 days. I will be notified in writing when the application is either approved or denied.
8. A copy of the approved building permit must be sent to the ARC (tpalc.arc@gmail.com) before construction can begin.

ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THEIR ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS.

Signature of Owner(s): _____ Date: _____

Do Not Write Below This Line

This Application is hereby: ☐ Approved ☐ Disapproved

Date: _____ Signature: _____

Comments by ARC:

Date Received from Owner: _____ Forwarded to Assn: _____ Date Approved Owner: _____