

# Villas of Casselberry Homeowners Association, Inc.

## Architectural Review Board (ARB) Application

Mail Application to: 1073 Willa Springs Dr, Suite 2001, Winter Springs, FL 32708

Phone: (407) 636-6060 Email: [Betsy@ascflorida.com](mailto:Betsy@ascflorida.com)

Applications including paint colors can only be received by color email or us mail.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone(s): Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

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      \_\_\_\_ Roof Replacement      \_\_\_\_ Patio  
\_\_\_\_ Landscaping      \_\_\_\_ Lawn Replacement      Other \_\_\_\_\_  
\_\_\_\_ Exterior Color – Body \_\_\_\_\_ Trim \_\_\_\_\_ Door \_\_\_\_\_

Description: \_\_\_\_\_

**Attach a property survey, color sample, or other information that shows the locations of the proposed change, alteration, renovation or addition. Attach color samples, if applicable (painting), Attach drawings of proposed plan.**

**Exterior paint colors:** Found at [www.ASCflorida.com](http://www.ASCflorida.com), include body, trim, door and garage door color.

**Fencing or additions:** Require plat or survey showing the fence is not blocking the easement. Approved fencing must be painted white, wood color stained or vinyl.

**Roofing Alert:** If you live in a home with a fire sprinkler system, it is required that you notify the roofing company that water piping exists just below the roof sheathing and they must be careful not to drive nails through the sprinkler pipes. The homeowner will be held responsible for any costs to repair the sprinkler lines due to roofing work.

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

1. No work will begin until written approval is received from the Association. You have 60 days from the approval date to complete the work. If not, then you must reapply for ARB approval.
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 8am to 5pm, 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. **City of Casselberry requires a permit for fencing and other projects, please apply for permit before ARB approval.**
7. Upon receipt, ASC Property Services Inc, will forward the ARB application to the Association. A decision by the Association may take up to 45 days. I will be notified in writing when the application is either approved or denied.

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:

Date Received from Owner: \_\_\_\_\_ Forwarded to Assn: \_\_\_\_\_ Mailed to Owner: \_\_\_\_\_

# **Villas of Casselberry HOA**

## **ARB Application Guidelines**

**Before doing any outside project or improvement to your home please read the following:**

**ROOFING:** Complete an ARB application with roofing color, type of shingle and manufacturer name.

**FENCING:** Complete an ARB application with type of fencing, height (no more than 6'), number of gates, and gate size. Submit a copy of your property survey (received when home was purchased) showing where the fence will be located on the property. Fencing must not block the easement. All fencing must be painted white, wood color stained or vinyl.

**EXTERIOR PAINT:** Complete an ARB application with color scheme listed. Color schemes can be found at ASCFlorida.com. To view the HOA approved color book, please contact ASC Property Services at 407-636-6060 and arrangements will be made for you to view the color book.

**TREE REMOVAL:** Complete an ARB application with description of what tree to be removed, reason why and location of the tree. Please provide what kind of tree will replace the one removed.

**LANDSCAPE CHANGES:** Complete an ARB application with diagram of design for new landscaping, include types of foliage, landscape border, mulch or stones.

**SCREEN ENCLOSURE/PATIO:** Complete an ARB application with description of project. Include a property survey (received when the home was purchased) showing the location of the patio/enclosure with dimensions, roofing type, concrete pavers etc. Example photos and contractor information would be very helpful for a quick approval.

**Windows:** Complete an ARB application listing the windows to be replaced. Include specifications of the new windows from the window company. Provide information on the style of window, will the windows look the same as the current windows? Will they have tint?

**Applications can be found at ASCFlorida.co and should be sent to Betsy@ASCFlorida.com or mailed to: Villas of Casselberry HOA, P O Box 196025 Winter Springs, FL 32719. Notification will be sent to owner upon approval/disapproval.**

**Please direct questions to ASC Property Services Inc. 407-366-6060 or Betsy@ASCFlorida.com**