

Retreat at Lake Charm 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

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 ____ Pool
____ Landscaping ____ Lawn Replacement ____ Other _____
____ Exterior Color – Body _____ Trim _____ Door _____ Garage Door _____

Description: _____

Attach a property survey, color sample, or other information that shows the locations of the proposed change, alteration, renovation or addition, Attach drawings of proposed plan.

Exterior paint colors: Found at www.ASCflorida.com, include body, trim, door and garage door color.

Fencing or additions: Require plat or survey showing the fence location. Include type of fencing material & color.

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 Oviedo **requires a permit for fencing and other projects.**
7. Upon receipt, ASC Property Services Inc, will forward the ARB application to the Association Committee. 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:

Retreat at Lake Charm

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, 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. Please refer to the fencing specifications on our website at ASCFlorida.com.

EXTERIOR PAINT: Complete an ARB application with color scheme listed. Color schemes can be found at ASCFlorida.com. Original color schemes can be found listed under "paint colors" and your community's name. New colors selections can be found on the Sherwin Williams website, go to "Related Site Links" on the ASCFlorida.com website.

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 trees, foliage, landscape border, mulch or stones.

SCREEN ENCLOSURE/PATIO/POOL: 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?

Applications can be found at ASCFlorida.com and should be sent to Betsy@ASCFlorida.com or mailed to: Retreat at Lake Charm, 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