

ROSETTA VILLAS HOME OWNERS ASSOCIATION, INC

ARCHITECTURAL REVIEW COMMITTEE (ARC) FORM

To all Owners/Residents, please be advised that the HOA requires prior approval (by way of this ARC form) for all exterior improvements or installations. This includes (but not limited to): exterior additions, exterior painting, sheds, trampolines, swings, play structures, umbrellas (visible over the fence line), decorations and noticeable landscape changes. Prior to your project, please **review the ARC guidelines** and complete the form below. Mail it to PO Box 196025 Winter Springs, FL 32719 or email to Betsy@ASCFlorida.com. Allow up to 30 days for approval. Please plan accordingly. Questions? Contact ASC Property Services Inc. at 407-636-6060 or Betsy@ASCFlorida.com.

(Please follow instructions carefully - Incomplete forms cannot be processed.)

Owner Name _____ Lot # _____

Parcel/Street Address _____

Mailing Address (if different) _____

Phone _____ Cell _____ Email _____

Please check the appropriate category, use separate forms for different projects.

Fence _____ or other structure (detail) _____

Deck _____ Patio _____ Screen enclosure _____ Slab _____ Room Addition _____ Driveway _____ Shed _____

Porch _____ Decorations _____ Pool _____ Tree installation or removal _____ Landscaping _____

Other/description _____

Exterior Paint _____

Body Color _____ Trim Color _____

Front Door Color _____ Garage Door Color _____

Please Note: All requests and alterations must conform to local (Orange County) zoning, building and setback regulations. The HOA, its Board of Directors assume no responsibility for any defects of design, workmanship or safety of any new construction or improvement by virtue of their approval of an application for exterior improvement.

Estimated start date _____ Estimated completion date _____

(The HOA requires most projects to be completed within 3 to 5 days of actual start date, weather permitting.)

Owner Signature _____ Date _____

This application is hereby Approved _____ Disapproved _____

Signature _____ Date _____

Comments _____

ROSETTA VILLAS HOME OWNERS ASSOCIATION, INC

ARCHITECTURAL REVIEW COMMITTEE (ARC) FORM

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

ROOFING: Complete the separate roofing ARC application include roofing color, type of shingle, manufacturer and contractor name. REFER TO THE DETAILED ROOFING GUIDELINES AT ASCFlorida.com FOR SPECIFICS.

FENCING: Complete an ARC application with type of fencing (classic style vinyl, white or tan, height (no more than 6'), number of gates, and gate size (no wider than 5'). Submit a copy of your property survey (received when home was purchased) showing where the fence will be located on the property. Approval will not be given without a copy of the property survey. Complete the Neighborhood Awareness form and submit along with the ARC. Remember, the post and beams go on the inside of the fencing, smooth side goes on the outside.

EXTERIOR PAINT: Complete an ARC application with color scheme listed. ATTACH TWO (2) sets of color sample chips for all colors. The HOA keeps one set and returns the other set to you. Please include the paint brand, color, code and type of finish (e.g., satin or flat) Body/Trim colors must be a satin or flat finish. Side/back door color must match the body/trim color. REFER TO THE DETAILED EXTERIOR PAINT GUIDELINES AT ASCFlorida.com FOR SPECIFICS.

TREE REMOVAL: Complete an ARC 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 ARC application with diagram of design for new landscaping, include types of foliage, landscape border, mulch or stones. Plant/tree size (in height/width) and the anticipated mature size distance from property line, distance from sidewalk or driveway.

SCREEN ENCLOSURE/PATIO: Complete an ARC 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 would be very helpful for a quick approval. Provide an Orange County permit number on the application.

DRIVEWAY CHANGES: Complete an ARC application describing the type of material, concrete or pavers. Include a copy of the property survey showing the dimensions of the driveway. Submit example photos of color /type of pavers. If an Orange County permit is needed, please provide the permit number. REFER TO THE DETAILED DRIVEWAY GUIDELINES AT ASCFlorida.com FOR SPECIFICS.

WINDOWS/SLIDERS: Complete an ARC 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? Please provide an Orange County permit number.

POOL: Complete an ARC application describing the specifications of the pool. Provide all information from the pool company. Submit a property survey showing the location of the pool, concrete deck, and screen enclosure. Provide an Orange County permit number.

SHEDS: Complete an ARC application with the dimensions of the shed. Submit a photo of the proposed shed. Provide a copy of the property survey for your home showing where the shed will be located on the property.

Have you spoken with your neighbor? A "Neighborhood Awareness Form" must be completed if you plan on installing a fence next to your neighbor's property line or if you plan on planting a tree within 5 feet of the neighbor's property line. (Forms available at ASCFlorida.com)

Applications should be sent to **Betsy@ASCFlorida.com** or mailed to Rosetta Villas 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