Windsor Hill Homeowners Association Inc.

Architectural Committee

GENERAL EXTERIOR FORM-This is NOT a paint form

This form must be completed by the homeowner and approved by the Architectural Committee **BEFORE** any work commences. Please refer to your Declaration of Covenants & Restrictions for a description of the AC and its purpose.

Homeowner's Name: _____ Phone # (_____) _____-_____
Street #: _____ Street Name: _____ Zip code: _____
Mailing Address (if different than above): _____

I understand that this does not verify compliance with building, zoning, or other county/city codes, since obtaining the proper permits (OC Building & Zoning Dept. 407-836-5550) is mandatory and is solely my responsibility. I further agree that I will be responsible for upkeep, maintenance, repair or replacement of additions or changes on this agreement. I further agree that all work will be done within 90 days of approval or I will re-submit to the Architectural Committee again.

Homeowner's Signature: _____Form Completion Date: _____

1. Plot Plan*: Include a copy of your plot plan showing the accurate location and dimensions of the work being requested with respect to the house and property lines. You may use a survey or an architectural drawing to indicate placement

2. Drawings/Specifications*: Be sure to include documentation showing location, grade, elevations, shape, size & dimensions (**H** x **W** x **L**), type, materials used and color(s) being used.

3. Anticipated Start Date: ____/____/_____ **4. Anticipated Completion Date:** ____/____/_____

5. Type/Structure: (Check type being submitted)

- ***A. Fence**:*** _____ Type: wood, vinyl, aluminum) _____ (**include** picture of STYLE.)
- ***B. Room Addition/Porch Enclosure:***_____(**include** all details on separate paper, color samples of all materials)
- ***C. Pool & Screen Enclosure:***____(**include** all details on separate paper with survey and sample colors of all materials)
- ***D. Landscaping change, pavers, driveway, etc:***____ (**include** color photo of existing and **detailed** , professionally drawn plan of landscaping-scale of 1"=20')
- ***E. Painting:*** Use Painting Submittal Form-**this is the WRONG form**.
- ***F. Other (roofing,* etc):** _____(send a 2" x 2" sample of the material sealed in a plastic baggie attached to this form and a color photo of the existing roof. Also send the manufacturer, the series and color of shingle with submittal)
- ***G. Construction deposits***: Please see additional **Construction Deposit Sheet** for any deposits that will be due with this submittal.

*Refer to your covenants and the AC Guidelines document regarding current approval standards. If you do not include ALL of the required specifications, your request will be **DENIED** and **RETURNED** to you for you to resubmit.
**Reminder: The good side of your fence must be on the outside facing the street and your neighbors.

Please forward submittal to this address only:
SWP Management
AC Submittal
P.O. Box 7
Gotha, FL 34734

Date **APPROVED** by AC____/____/_____

Initialed _____ Initialed _____ Initialed _____

Date **approved w/conditions** by AC ____/____/_____
Conditions:_____
_____
_____

Initialed _____ Initialed _____ Initialed _____

Architectural Committee-To help a homeowner better understand conditions or a denial, please be very specific when listing reasons
Date **DENIED** by ARC____/____/_____

Initialed _____ Initialed _____

Initialed _____

Reason (s):

_____
_____
_____
_____
_____
_____

Mgmt. Company Rec'd Stamp

ARC Rec'd Stamp