



APPLICATION FOR ARCHITECTURAL REVIEW

To protect the rights and property values of each homeowner, the Reserve at Lake Mary Homeowners Association Inc. (RLM-HOA) requires any homeowner considering an improvement or alteration to his/her home or property, including but not limited to examples such as: landscaping, patio/screen enclosures, fences, pools, exterior painting, to submit, in writing, a formal request using the attached application for Architectural Review (AR). AR requests for painting an exterior structure must be accompanied by the proposed paint swatches you want considered. When submitting paint colors swatches, provide all swatch colors you will be using, including trims. Submitting paint swatches protects the homeowner, Architectural Review Committee (ARC), and RLM-HOA from any misunderstandings or confusion regarding a request. Below is a list of instructions that will help you in completing the AR application properly and what to expect:

1. An AR application must be completed in its entirety and approved before any work commences on the property. In its entirety means the following information must be included when applicable: description of change, dimensions, materials to be used, color, height, etc.
2. When applicable, a copy of the plat map for the property indicating the location of the change. Additionally, homeowners are encouraged to submit design drawings and pictures to help the ARC make an informed decision without unnecessary delays.
3. The AR application must then be mailed certified to:
All About Management, Inc.
201 W. Canton Avenue, Suite 125A
Winter Park, Florida 32789
4. All About Management will review your AR application to insure it has been completed properly and will forward it to the ARC.
5. The ARC receives the AR application and, if necessary, will contact the homeowner to review for clarification.
6. The ARC will post its meeting time and location no later than 48 hours prior to meeting. Postings will be placed at the entrances/exits of the community and at the RLM-HOA: www.reserve@lakemary.com.
7. When the ARC meets, they will review all AR applications and either approve or deny each AR application based on the RLM-HOA Covenants and Restrictions which govern the RLM-HOA.
8. After a decision is made, the ARC will forward the AR application(s) to All About Management, Inc to notify the homeowner through written correspondence of the ARC's decision.
9. The entire procedure for an AR application to be submitted, reviewed, decision rendered, and written notification the decision to the homeowner may take up to 30 days. Please plan accordingly.



APPLICATION FOR ARCHITECTURAL REVIEW

Owner's Name: _____ Home Phone: _____
Mailing Address: _____ Lot #: _____
Street City State Zip

Brief description of proposed improvements and materials to be used: _____

Fences: Type: ___ Wood - 6' in height and scalloped (wood must be pressure treated) or ___ Black Aluminum - 4' in height, open picket with closed end design on top of fence
Wood color (choose only one): ___ Semi-transparent stain consistent with Behr California Rustic (DP-351) ___ Semi-transparent stain consistent with Behr Cedar Natural tone (DP-533) ___ Semi-transparent stain consistent with Behr Redwood Natural tone (DP-534) ___ White (painted)

Painting*: House color: _____ Trim color: _____
Door/Shutter Color: _____ Other (specify): _____

*All requests for the painting or repainting of any structure must attach paint chips/samples and submit with this application.

Aluminum Screen for: ___ Pool ___ Patio ___ Back porch Color: ___ Bronze ___ White

Who will be performing work? _____

Are Seminole County permits required? Yes No Date Obtained: _____
Are City of Lake Mary permits required? Yes No Date Obtained: _____

Please attach any surveys, drawings, site plans, or pictures showing proposed additions and /or changes including all measurements. If you need additional space, please attach appropriate paperwork to this form.

_____ I understand this application for home improvement does not constitute approval to begin construction/work and must first be reviewed and approved by the Architectural Review Committee (ARC) for the Reserve at Lake Mary HOA.
Initials

_____ I understand receipt of county and city approval does not constitute approval by the ARC and that the ARC reserves the right to investigate this application and inspect material prior to approval of this application.
Initials

_____ I understand any improvements or alterations indicated on this application made without written approval from the ARC may require me to remove such improvements or alterations from my property at my expense.
Initials

_____ I understand that any request that has been approved by the ARC must be completed in a reasonable amount of time not to exceed 6 months from the date of approval. Furthermore, upon completion, I will permit the HOA, or their designee, to review my original approved request and compare it to the completed project that was requested.
Initials

_____ I AGREE NOT TO BEGIN WORK UNTIL I HAVE WRITTEN APPROVAL TO DO SUCH FROM THE HOA.
Initials

Signature of Homeowner: _____ Date: _____

Received by/date: _____ Approved by/date: _____

Conditions: _____ Disapproved by/date: _____

_____ Notified by/date: _____