

Architectural Review Board (ARB) / Architectural Review Committee (ARC) Procedures for Processing Forms

First, welcome to your community ARB Committee. We would like to take a moment to provide Sentry Management, Inc. procedures with processing the Applications in order to ensure the proper guidelines according to Florida Statutes is met, As well as offer help hints.

The committee should understand that any and all exterior work that requires an ABR / ARC form **MUST** be submitted for approval prior to commencing work to be performed. It is recommended by Sentry Management that each committee member reads and get familiar with the Rules and Regulations of their community.

It is also suggested that you go to your local paint supplier, Lowes, or Home Depot and request a PMS Color Book so you can refer to the color book. Also have a copy of your guidelines and a list of the color samples, products or a list of the approved items such as exterior lights, landscape, roof and fence types, etc. It will make it a lot easier when reviewing the application.

All submitted forms **MUST** be reviewed and either approved or denied with thirty (30) days from the date the form was received. To ensure that your association and your committee follows the proper guidelines according with Florida Statutes, please advise homeowners to forward the ARB/ARC forms to Sentry Management. This will allow the proper documentation of receipt and the proper filing for the homeowner's community files.

Steps & Procedures:

- 1) To request an ARB application for your community, refer the owner to your website if it is posted or have them contact Sentry Management, Inc. at Sentrymgt.com.
- 2) Complete application, include additional requirements as stated on application (i.e., paint samples, plot plans, etc.) on our website at Sentrymgt.com.
- 3) Sentry Management Inc. will confirm reception and processing of the application by email, if provided or send notification to the committees as proof of receipt.
- 4) Sentry Management Inc. will send to the Architectural Review Board for further processing after the submittal has been review and confirm the proper application has been completed correctly for the committee to determine their status of approval or denial. Submittals and re-submittals of plans shall be approved or disapproved within thirty (30) days after the receipt by the ARB.
- 5) The ARB/ARC Committee's will need to approve/deny the application by notifying Sentry Management Inc. in writing by email or fax. The committee will be responsible to update the board on a monthly basis accordingly to those ARB/ARC forms that were processed and the status of acceptance in order to be recorded in the meeting minutes. This can be done by emailing the board prior to the board meeting or attending the board meeting and announcing the status to the board.
- 6) Sentry Management Inc. will notify the homeowner of approval/disapproval of their ARB application by phone and either email or mail with a letter that clearly states how to proceed.

- 7) Sentry Management Inc. will place the completed forms in the homeowner's community files for future references.

Sentry Management, Inc. is here to assist you with any questions, so feel free to let us know how we can help you with keeping your community according to your governing documents.

COVE HOMEOWNER'S ASSOCIATION, INC.

C/O Sentry Management Inc.

2180 West SR 434 Ste 5000

Longwood, FL 32779

407-788-6700

Management Company Only

HOA ACCT #: _____

Architectural Review Application | GENERAL

This request form is to be completed by the homeowner and submitted to the Architectural Review Committee via Sentry Management Inc. The request must be approved by the ARC or Board of Directors before any work commences. If approved, no further modifications or other alterations may be made without further approval of the review committee or Board. Please refer to the Declaration of Covenants, Conditions and Restrictions for a detailed description of the requirements, process and length of time for approval. If you are using heavy equipment such as dump truck, bobcat, fork lift, front end loader, etc... it is the responsibility of the homeowner to take every precaution to ensure no damage is done to the roadway, sidewalks, and any other common areas of the Association. Homeowner is solely responsible for restoring such areas to their original state. **If approved your application is valid for a period of 90-days only.**

To be completed by Homeowner:

Property Address: _____

Homeowner Name: _____ Day Phone#: _____

Mailing Address:(if different from property) _____

Email: _____ Homeowner Signature: _____

Please check type of Architectural Review Required | ALL REQUESTS MUST COMPLY WITH HOA GOVERNING LAW

PAINT

Painting with Existing Colors
"Existing colors" are the colors that are currently painted On the home and are within 10years of original ARC Approval or builder colors.

Painting with New Colors
"New colors" are colors that are completely different Than what is currently on the home. This category also applies to colors that are on the pre-approved list by the HOA/ARC. (two sets of 2x2" sample must be submitted)

ROOF

Roof with identical material/color
If roofing with identical material and color, no sample needed.

Roof with new material/color
12X12" Sample is required

FENCE & DECK

Fence Installation/Repair/Replacement
 Deck Installation/Repair/Replacement

DOORS & WINDOWS

Garage Door Replacement
 Front Door Replacement
 Window Replacement

STRUCTURE

Room Addition
 Patio/ Sunroom/ Pergola
 Pool
 Solar Rooftop Device

LIGHTING & IRRIGATION

Exterior Lighting Installation (decorative)
 Landscape Lighting Installation
 Irrigation System Installation
 Well System / Installation

HARDSCAPING

Walkway Installation/Replacement
 Paver Concrete Other
 Patio Paver Installation/Replacement
 Driveway Paver Installation/Replacement
 Concrete Edging/ Color: _____

LANDSCAPE

Tree Removal/Addition
 Sod New/Replacement
 Flower Bed Installation/Removal/Replacement

OTHER

Note: THE FOLLOWING ITEMS NEED TO BE SUBMITTED ALONG WITH THIS FORM: (1) COPY OF PLOT PLAN/PROPERTY SURVEY SHOWING LOCATION OF MODIFICATION; (2) DRAWING AND OR COLOR SAMPLES

Please complete the following, if applicable:

Anticipated Start Date: _____ Estimated Completion Date: _____

Contractor: _____ Architect: _____

Phone: _____ Phone: _____

Additional Comments: _____

NOTE: Requests and alterations must conform to all local Zoning and Building Regulations. You are required to obtain the required permits if your request is approved. If your request is denied by the ARC, you may appeal to the Board of Directors for review. If all required materials or information is not included with this form at the time of submission, the time period does not apply for approval/disapproval. **If work does not commence within 90 days of approval you must resubmit the request for approval or request an extension in writing to the ARC Committee or Board of Directors for approval.** Approval by the Association is contingent upon the Owner obtaining and complying with all necessary permit(s).

Conditions applicable to the Cove HOA ARC application:

1. I understand that compliance with the **Cove** HOA and approval by the Architectural Review Committee (ARC) does not necessarily constitute compliance with the building and zoning codes or provisions of Seminole County.
2. Approval of any project by the ARC does not waive the homeowner's responsibility for obtaining the appropriate Seminole County permits and inspections as required. Further, obtaining required County permits do not waive the requirements for ARC approval.
3. I understand and agree that no construction or exterior alteration shall commence without written approval from the ARC. If alterations are made prior to receiving approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
4. I understand that members of the ARC or of the Management Company may contact me for more information or clarifications regarding my request.
5. I understand that any approval is contingent upon construction or alterations being completed in a professional-like manner.
6. The ARC Committee or the Board of Directors will provide an ARC decision on all applications for alteration within 30 days of receipt of a properly and fully completed application.
7. The work must be performed strictly in accordance with the plans as approved. If after plans have been approved, the improvements are altered, erected, or maintained upon the Lot other than as approved, same shall be deemed to have been undertaken without ARC approval. If new ARC is not submitted and reviewed, I *may* be required to return the property to its former condition at my own expense.
8. **All supporting documents (i.e. drawings, illustrations, plot plans, plats & surveys) must be submitted with the application in order for the ARC application to be considered "complete".**

Please email the "completed", original application to **tmastrocola@sentrymgt.com** or mail the "completed" original application to:

Sentry Management, Inc.
The Cove Homeowners Assn of Seminole County
2180 West SR 434, Ste. 5000
Longwood, FL 32779

I have read and understand these conditions, _____
(Initials)

****DO NOT WRITE BELOW THIS LINE. FOR OFFICE AND HOA USE ONLY****

ARC and BOARD OF DIRECTORS OF THE ASSOCIATION USE ONLY

ARC Minutes and ruling:

Date Received, Mgmt: _____ Date to ARC: _____ Date to Homeowner: _____

Date of Meeting: _____ Location of meeting: _____

Meeting Called to order at: _____ am pm Meeting adjourned at: _____ am pm
(full address must be entered or specific location)

Members Present at meeting and voting:

Member Name			Member Name		
	<input type="checkbox"/> approved	<input type="checkbox"/> denied		<input type="checkbox"/> approved	<input type="checkbox"/> denied
	<input type="checkbox"/> approved	<input type="checkbox"/> denied		<input type="checkbox"/> approved	<input type="checkbox"/> denied
	<input type="checkbox"/> approved	<input type="checkbox"/> denied		<input type="checkbox"/> approved	<input type="checkbox"/> denied
	<input type="checkbox"/> approved	<input type="checkbox"/> denied		<input type="checkbox"/> approved	<input type="checkbox"/> denied

Final disposition and voting: majority vote rules

Approved Disapproved/Denied Incomplete

Approved with the following conditions: _____

Plans incomplete, information needed: _____

Comments: _____

By: _____ Date: _____
ARC Chairperson / ARC Member