

**THE RETREAT AT WEKIVA HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW APPLICATION**

This form is to be completed by the homeowner and submitted to the Architectural Review Committee for approval **PRIOR** to commencement of any work. Please review ARC rules and Bylaws before submitting applications.

Send completed application to:

**SENTRY MANAGEMENT**  
2180 West State Road 434 Suite 5000  
Longwood, FL 32779-5044  
Fax 407-788-7488

**PLEASE NOTE:**

- \*\*Please allow up to thirty (30) days upon receipt for a decision from the ARC.**
- \*\*If all materials or information are not submitted with this application at the time of submission the time period does not apply for approval or denial.**
- \*\*Homeowners may be subject to a fine if work commences before approval or is not completed according to approval.**

**Please print legibly and provide all information required.**

Owner(s) name : \_\_\_\_\_ Date: \_\_\_\_\_

Property address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Agent (if applicable): \_\_\_\_\_

Phone #'s: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_

**DESCRIBE ADDITION, CHANGE, OR INSTALLATION:** (i.e. fence, screened enclosure, pool, exterior paint, landscaping.)

---

---

---

---

---

---

---

**SPECIFICATIONS:** (attach copies of plans, estimates or pictures) \_\_\_\_\_

Dimensions: \_\_\_\_\_ Color(s): \_\_\_\_\_

Materials: \_\_\_\_\_

\_\_\_\_\_

Fence style: \_\_\_\_\_

**(POSTS MUST FACE INWARD)**

Other information: \_\_\_\_\_

\_\_\_\_\_

**Attach copy of property survey outlining where addition or installation will be located.**

**NOTE: All 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.**

**LIABILITY – I take full responsibility and am personally liable for any damage that might occur to any property as a result of, and during the completion of this project.**

**HOMEOWNERS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR USE BY THE ARCHITECTURAL REVIEW COMMITTEE**

Mgmt rec'd \_\_\_\_\_

Forwarded to: \_\_\_\_\_

ARC comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First Review Result:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Second Review Result:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

**THE RETREAT AT WEKIVA HOMEOWNERS ASSOCIATION, INC.**  
**ARCHITECTURAL REVIEW COMMITTEE RULES**

An ARC Application must be submitted before **any & all** changes made to the exterior of a property.

- The ARC will meet once per month.
- Applications must be submitted to our Property Manager by the 7<sup>th</sup> of each month.

**ARC Review Process:** homeowners will be notified by mail of the outcome of their application review. Denials will require re-submission. Approval letters will come with a notice of approval which the homeowner will post in a front window or with their project permits until the project is completed.

**Project Maintenance:** The homeowner is responsible for maintaining a certain level of cleanliness on their lot and in front of their home during the project. \*The ARC may require a deposit, as a condition to application approval, to be held by the Property Manager. This deposit may be used to cover the cost of services to clean up project debris should the homeowner fail to comply with written requests from the Property Manager. Any portion of the deposit used to cover clean up cost will not be refunded.

**SCREEN ENCLOSURES:** Entire structure must be dark bronze in color. No white enclosures.

**POOLS:** We require a copy of the plot survey with a scale drawing of the deck and pool locations and a detail and color of the screen enclosure. Solar heating requires approval.

**FENCES:** Must be white PVC. Max 6 feet high unless on or near water in which case max 4 foot high picket style must be installed. We require detail of the fence style and location indicated on the plot survey. Fence style must be documented with a photo or product brochure.

**PAINTING EXTERIOR:** Application must include sample swatch of the color. Color swatches are available from the ARC by contacting our Property Manager for the swatch book.

**LANDSCAPING:** Changes to landscaping must be approved by the ARC. Examples include but are not limited to – removal/installation/replacement of trees, shrubs, borders paths, pavers, stepping stones, patios. Hedges cannot create a fence like structure. Landscaping cannot obstruct vision or vehicle or pedestrian traffic.

**OTHER RULES:**

- No screen doors to include retractable screens.
- No planting of shrubs, palms, trees etc on grass between sidewalk and street.
- Dumpsters or temporary storage for any project work to the exterior or interior of the home require approval from the ARC. Homeowner must outline expected time frame for the dumpster or storage container to be in place.