



GLENLAKES

What is the Architectural Review Committee?

The Architectural Review Committee (ARC) was established to make sure that modifications to homes and landscaping proposed by lot owners fell within the deed restriction requirements. Quite simply, approval is needed when you plan to make exterior changes to your property. If you are in doubt as to whether the changes you are planning require approval, follow a simple rule, better to be safe than sorry. If your change has anything to do with the exterior of your home or lot, your change definitely needs the "Request to Modify" form, on the reverse side of this page. As usual, you may refer to your "Rules and Regulations Reference Guide". These changes include, but are not limited to and **MUST BE SUBMITTED WITH SAMPLES:**

- Painting the exterior of your house (same or different colors, paint samples required)
- Coating, painting or changing your driveway (i.e.: cement to pavers or vice versa)
- Structural/Cosmetic changes to your house (i.e.: windows, roofing, etc.)
- Addition of a pool, spa or lanai (copy of survey required)
- Adding lawn or house ornaments, medallions, etc.
- Removal and replacement of trees (removal only does not require an approval)
- Installation of landscape curbing and/or lighting
- Changes and/or additions to landscaping

Always include color samples, rock samples, paver samples, a landscape plan, pictures, etc...any information that will aid the Committee in the decision making process. The majority of denials are due to lack of information. The more information provided the more likely of an approval. Please note all items submitted with your request will not be returned to you.

If a change is in your future, fill out the reverse side of this form. The "Request to Modify" form may also be printed at www.glenlakes.com. Fill it out and drop it off at the Home Owners Association Office in the GlenLakes Presentation Center. All ARC meeting minutes and the schedule for the next ARC meeting are posted at all of the mail Kiosks and at www.glenlakes.com. In addition, residents will receive notice of their request's status by mail.

All Owners must (i) submit an application to the ARC which includes written plans and specifications, and (ii) receive written ARC approval, which can be in the form of a letter, minutes or via the Association's website, of the submitted application **prior** to commencing **any exterior change** or building or alteration to any Dwelling Unit or Lot.

GlenLakes Master Homeowners Association
9000 GlenLakes Blvd.
Weeki Wachee, Florida 34613
(352) 596-6351

Architectural Review Committee
Request to Modify or Alter Homeowner's Property

All Owners must (i) submit an application to the ARC which includes written plans, specifications, and samples and (ii) receive written ARC approval, which can be in the form of a letter, minutes or via the Association's website, of the submitted application **prior** to commencing **any exterior change** or building or alteration to any Dwelling Unit or Lot. **FILL OUT ONE ARC FORM PER APPLICATION REQUEST.**

Name: _____ Phone: _____

Address: _____, **Weeki Wachee, FL 34613**

Please circle the section type your home is in: Estate Area Villa Area

Paint ONLY - Exterior painting request for your home?

Attach color samples for walls, garage door(s), front doors and all trim. Villa Owners: The Homeowner will pay the painter in full (once the entire job is complete), then submit a copy of that paid invoice with a copy of the painter's commercial general liability and workers compensation insurance certificates to the HOA. To be reimbursed, the invoice must be from a true painter with painters commercial general liability and painters workers compensation insurance.

***** **OR** *****

Landscaping ONLY - Adding and/or revising, to your landscaping?

(Specifically list the name of the plants and the number of each. If you are adding decorative material like curbing/edging, please list the style, color and height.) 1) _____

For this application to be considered, you must attach a landscape plan that shows the location, shape and size of beds (and curbing/edging if applicable), and the location on the lot where the listed trees/plants will be planted. Only those beds and curbing/edging described on the plan, and the plants listed above, and their location shown on the attachment will be considered by the Committee.

***** **OR** *****

Everything else - One request per form ONLY

Other than paint and landscaping, adding, revising to or changing anything to the exterior of your home?

1) _____

For this application to be considered, you must attach plans, specifications and samples that show the materials, location, size, shape, color and appearance of the addition, revision or change. Only those items listed and depicted on the attachment will be considered by the Committee.

Name of Company or Person(s) Doing Change: _____

Any structural changes require a county permit. It is the responsibility of the resident/contractor to determine when permitting is required. It is preferred that contractors are licensed, bonded and insured. The undersigned requests permission to modify or alter their property in compliance with the Master Declaration and the Homeowners Association and Rules & Regulations, and submits the foregoing as true and correct information in support of this request. Exterior painting request may not be similar in color to any adjacent homes. The homeowner is responsible for color requests NOT being the same as the adjacent homes. Should the home be painted and the ARC later finds an adjacent home has a similar color scheme; repainting of the home will be required at the expense of the homeowner.

Home Owner Signature: _____ Date: _____

The foregoing request was Approved ___ Disapproved ___ at a meeting of the GlenLakes Architectural Review Committee held on the _____ day of _____ 202___. If the request is denied and additional information or clarification is needed, please contact the Community Association Manager at 352-596-6351.

All approvals are valid for 90 days from the above date and all work must be completed expeditiously.

GLENLAKES ARC MEMBER, signed by Chairman or Secretary: _____

Samples/Plans submitted with request Yes No Received request on: _____

SAMPLE

1212 Sunset drive
Smith residence

