**Emerald Forest Orange County Homeowners Association**

APPLICATION FOR EXTERIOR ALTERATIONS

C/O RealManage 5401 South Kirkman Road Suite 301 Orlando, FL 32819

Phone 407-926-0280 FAX: 866-919-5696 Email: ARB@emeraldforesthoa.com

**THE ARB WILL EMAIL YOU TO CONFIRM RECEIPT OF YOUR APPLICATION.**

**PLEASE ALLOW UP TO 30 DAYS TO RECEIVE APPROVAL.**

* THIS APPLICATION IS TO BE COMPLETED BY THE HOMEOWNER, AND SUBMITTED TO THE ARCHITECTURAL REVIEW BOARD (ARB) **BEFORE** ANY WORK IS STARTED.
* THE ARB HAS THE RIGHT DURING AND AFTER THE PROCESS OF WORK TO INSPECT FOR COMPLIANCE.
* HOMEOWNERS WHO BEGIN ALTERATIONS PRIOR TO APPROVAL WILL BE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH REMOVING UNAPPROVED ALTERATIONS, OR ALL COSTS OF BRINGING APPROVED ALTERATIONS INTO COMPLIANCE.
* **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED UNTIL ALL INFORMATION IS FURNISHED**. THE ARB WILL CONTACT YOU TO ADVISE YOU OF MISSING INFORMATION THAT MAY DELAY APPROVAL. ANY COST ASSOCIATED WITH DELAY’S DUE TO MISSING INFORMATION WILL BE THE RESPONSIBILITY OF THE HOMEOWNER.
* Alterations **not completed within six (6) months of approval date** must be resubmitted for approval prior to commencing work.

Name: Enter full name. Date sent: Click or tap to enter a date.

Address: # and Street address. Phone number: Enter 10-digit home/mobile number.

City, State, Zip. Work number: Enter 10-digit work number.

Email address: Enter email address.

1. Description of architectural change:

Enter architectural change information here.

2. Specifications: (Attach Contractors Site Plan Drawings and Drawings of Alterations)

Location: Enter location of project.

Dimensions: Enter dimensions of project.

Materials: Materials that will be used.

Colors: Enter color shades and codes here.

(Please attach color samples if different from the approved paint schemes palette.)

NOTES: Enter additional notes/comments here.

If **PAINTING HOME**, please review our approved **Exterior paint schemes** at [Sherwin Williams Approved Paint Schemes Palette](http://emeraldforesthoa.com/wp-content/uploads/2016/02/Sherwin-Williams-Approved-Paint-Schemes-PALETTE.pdf) and indicate your chosen palette scheme.

Palette scheme number: Enter scheme number here.

Paint color names: Enter color codes and names here.

3. Attach a copy of survey showing location of change: Attached  YES or  NO

4. Work to be done by  SELF  OTHER

Contractor name: Enter Contractor Name. Phone number: Contractor’s number.

Licensed/Bonded: Enter text here. Approximate cost $: Estimated cost.

\*5. Start date: Click to enter date. Completion date: Click to enter date.

\* Please wait for ARB approval before starting your project. Approval can take within 1 to 30 days depending on the homeowner’s application. We will email or call you within this timeframe if more information is required for approval.

**ARB APPROVAL CAN TAKE 1 TO 30 DAYS, DEPENDING ON YOUR APPLICATION.**

**FOR ARB USE ONLY**

Date received by Management Company Click or tap to enter a date.

Date received by ARB Click or tap to enter a date.

Approved  Not approved Date: Click or tap to enter a date.

Date Emerald Forest ARB informed homeowner of final decision: Click or tap to enter a date.

Conditions: Enter ARB conditions here.



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| --- | --- | --- |
| ARB Approver 1. |  | ARB Approver 2. |

Date: Click or tap to enter a date. Date: Click or tap to enter a date.

NOTES: Enter additional notes/comments here.