Emerald Forest Home Owners Association

ARB Form Submission Guidelines

Thank you for your interest in improving and maintaining your property and for submitting an Architectural Review Board form for your improvements. In order to be able to process your request in a timely manner, please read the guidelines below:

**If you are submitting a request for exterior painting:**

* Community approved paint schemes are available here:

<http://emeraldforesthoa.com/wp-content/uploads/2016/02/Sherwin-Williams-Approved-Paint-Schemes-PALETTE.pdf>

* If you intend to use a scheme on the list, please refer to the scheme number in your application. You will not need to submit paint swatches as the committee has access to these on file.
* If you would like to use a color(s) OUTSIDE the community list, please submit images of all paint colors to be used as well as where they will be applied. (i.e., color 1: body of house, color 2: trim, etc. Garage doors must be painted the same as the trim. Accent colors are ONLY for front doors and shutters if your home has them).
* Full paint guidelines are listed here:

<http://emeraldforesthoa.com/arb/> see guideline #7

**If you are submitting a request to replace your roof:**

* In addition to the ARB form, you must submit an *image* of the roofing material you will be using, in the color you will be using. Submitting only the color name or indicating “same as existing material” is not sufficient as the ARB does not have access to a roofing material database.

**If you are submitting a request to install fencing:**

* In addition to the ARB form you must submit:
  + A building permit stamped on a plot plan of your property. Fences must be ON or inside your property line
  + An *image* of the fencing material you wish to use, including the proposed color. Verbal descriptions are not adequate.
* Additional fencing guidelines are listed here: <http://emeraldforesthoa.com/arb/> see guideline #2

**If you are submitting a request for other outdoor constructions (pool enclosures, decks, docks, etc):**

* In addition to the ARB form you must submit:
  + A building permit, stamped on the plot plan of your property.
  + An *image* of all building materials to be used, in the colors you are planning. Verbal descriptions are not adequate.

Note: failure to provide images of building materials is the single greatest cause of ARB approval delays. Please help us to expedite your approval by providing images of all your building materials.

**IF you are making requests for multiple improvements, please include them all on one form to expedite all your approvals.**

**The attached pages are an editable document. Choose “enable editing” at the top of the document and you can type into the document. Save the document as “yourlastname ARB form” and email that doc, along with your images and permits to** [**arb@emeraldforest.com**](mailto:arb@emeraldforest.com)

**Emerald Forest Orange County Homeowners Association**

APPLICATION FOR EXTERIOR ALTERATIONS

c/o TPS Association Management 4327 S Hwy 27 #415 Clermont Fl. 3471

Email: ARB@emeraldforesthoa.com

**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 COMMITTEE WILL NOT ACCEPT SUBMISSIONS FROM CONTRACTORS.*
* 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.

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

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

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

Homeowner 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 as needed)

Location: Enter location of project.

Dimensions: Enter dimensions of project.

Materials: Materials that will be used.

Sample Images: List attachments.

(Please attach images of construction materials to be used, i.e. Roofing shingles, brick pavers, fencing materials. If painting, see next page)

3. Attach a copy of survey showing location of change for any outside construction, i.e. fences, pool enclosures, patio additions, tree removals. Property lines must be clearly visible on the plot map and location of proposed additions must be visible on the plot map.

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.

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.**