

**CYPRESS SPRINGS OWNERS HOMEOWNERS ASSOCIATION, INC**  
**ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION**  
MAIL APPLICATION TO: 4407 Vineland Rd., #D15, Orlando, FL 32811  
OFFICE 407-327-5824 EMAIL [stephanie.bohnert@epmservices.com](mailto:stephanie.bohnert@epmservices.com)

Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): Home \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

In accordance with the Declaration of Covenants, Conditions and Restrictions and the Associations Rules and Regulations, Installation MUST conform to this approval and the Association's guidelines. I hereby request your consent to make the following changes, alterations, renovations, and/or additions to my property.

- Fence  Swimming Pool  Lawn Ornament  Patio  Screen Enclosure  
 Exterior Paint  Landscaping  Lawn Replacement  Other \_\_\_\_\_

Description: \_\_\_\_\_

**THE BELOW ACTION IS REQUIRED.**

**Attach one (1) copy of the property survey that shows the location(s) of the proposed change, alteration, renovation, or addition. Attach drawing(s) of your plan(s) if there will be alterations done on home or property. If you plan to paint your home, there is an APPROVED COLOR BOOK for the community that MUST be adhered to. Select colors from this list and attach the samples along with your ARB. A 5' by 5' section with the trim color above should be painted on the outside of the home to be visible to the committee to review the colors you wish to use.**

**NOTE: APPLICATIONS SUBMITTED BY FAX OR WITHOUT COPIES OF THE SURVEY, DRAWING, OR COLOR SAMPLE(S) WILL BE CONSIDERED INCOMPLETE. If An Application Is Incomplete, It Will NOT Be Processed And Will Be Returned To You.**

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS.

- 1) No work will begin until written approval is received from the Association. You have 60 days from the approval date to complete the work. If not, then you must reapply for ARB Approval.
- 2) All work must be done by a licensed contractor or me.
- 3) All work will be performed in a manner that will minimize interference and inconvenience to other residents.
- 4) I assume all liability and will be responsible for any and all damages to other lots and/or common area which may result from performance of this work.
- 5) I will be responsible for the conduct of all persons, agents, contractors, subcontractors, and employees who are connected with the work.
- 6) I am responsible for complying with all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work and provide a copy to the ARB.
- 7) A decision may take up-to 30 days. I will be notified in writing when the application is either approved or denied. If the request is denied and an appeal is requested the application will be forwarded to the Board of Directors.

**ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THEIR ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS.**

Signature of Owner(s) \_\_\_\_\_ Date: \_\_\_\_\_

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Please Do Not Write Below This Line

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This application is hereby:  Approved  Disapproved

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Comments:

\_\_\_\_\_  
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