

CYPRESS SPRINGS OWNERS HOMEOWNERS ASSOCIATION, INC
ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION
MAIL APPLICATION TO: Home River 4407 Vineland Rd., #D15, Orlando, FL 32811
OFFICE 407-327-5824 Ext 596 EMAIL marcus.james@epmservices.com

1. The Architectural Review Board (ARB) request form must be completed and Approved BEFORE any work commences on the property.
2. The approval process can take up to **thirty (30) days** from the date the ARB receives your request; therefore, please plan accordingly.
3. The property owner shall complete the relevant part of the form and sign it as Indicated on the form.
4. The following information **MUST** be included (as applicable): the addition, change or Installation specifications including a copy of plans as necessary, estimates or pictures as Necessary of the item you are installing; dimensions; materials; sample color chips (not just the color name & Number); any other pertinent data.
5. **Fences** - Fences can be no higher than 6 feet on the sides and back. If the property is situated on a lake, pond or retention pond, the back fencing cannot be taller than 4 ' and must be picket and/or slated. The transition must taper from high to low.
 Fence: Check Box if Neighbors to the right, left and behind have been notified and accept this proposed ARB application as stated.

(This is Required No Exceptions)

Roof - Is all about the color of shingles, metal or clay roofing and up to code roofing.

Painting - is all about the approved color so it not an eye sore to the rest of the homes.

6. ARB request forms, together with the required documentation, must be delivered, emailed or Mailed to Cypress Springs Owners Association property management company (Home River) at the following address:

Cypress Springs Owners Association, Inc.
C/o Home River Group
4407 Vineland Road, #D15
Orlando, FL 32811

7. Home River will process and forward your request to the ARB. The ARB may Solicit input from the HOA Board of Directors in making their decision. **ALL** decisions Are based on the fair and impartial application of the rules and regulations specified In the Declaration of Covenants, Conditions, Easements and Restrictions for Cypress Springs Owners Association, Inc.

8. Once the request is approved or denied, the ARB will return the request form to Home River Group.

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A copy of your original request will then be emailed to you, which may include additional comments from the ARB explaining any additional conditions of Approval or the reason(s) for disapproval, as appropriate.

This form and any accompanying documentation **MUST** be delivered, emailed or mailed to the ARB for Approval at the following address **PRIOR** to commencement of any work:

Cypress Springs Owners Association, Inc.
C/o Home River Group,
4407 Vineland Road, #D15, Orlando, Florida 32811.

If you have any questions regarding this form, please refer to Cypress Springs Owners Association HOA ARB. Request Form Instructions (attached), or your copy of the Declaration of Covenants, Conditions, Easements and Restrictions for Cypress Springs HOA; or contact: Home River Group at 407-327-5824 (ask for Marcus James at ext. 596)

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: _____

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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:** _____

Please Do Not Write Below This Line

This application is hereby: () **Approved** () **Disapproved**

Signature(s): _____, _____, _____

Date: _____

Comments:

