



Architectural Review Committee (ARC) APPLICATION FOR EXTERIOR WORK

[see Architectural Guidelines “ACGs” - Article 2 for complete Application requirements]

**Once your ARC Application is complete, allow up to 30 days for processing and decision.
All ARC Decisions are required to be made in noticed open session meetings.
ARC Meetings take place on the second Wednesday of the month.
Applications which are complete, but which are received less than five (5) business days prior to
a scheduled ARC Meeting, will be held for the next regularly scheduled meeting of the ARC.
All decisions of the ARC are issued in writing by the Management Company.**

ARC Application Number: (ARC use only) _____

Owner Name(s): _____ Lot#: _____

Owner Address: _____

Owner Phone Number(s): _____

Proposed Start Date (Between 30 and 120 days from Application date): _____

Expected Completion Date: _____ (see ACGs §2.5(d) re start and completion dates)

**Owner shall submit written notice of completion of the project by email to the Management Company
at hoasupport@Windermere.com within fifteen (15) days of actual completion
[see ACGs §2.5(d)(4)]**

Description of Work and Materials: _____

Application Instructions

1. Please review the Architectural Control Guidelines (“ACGs”) adopted November 12, 2025. This document is available on the Management Company Owner Portal, under “Documents” then under “Governing Documents.” This is where you will find details on the ARC review and approval process, the ARC standards, or how to appeal a decision of the ARC to the Board.
2. Confirm that your planned work or project complies with the standards set forth in the ACGs. There is a detailed Table of Contents to assist you in reviewing provisions of the ACGs which may apply to your project.
3. Please complete all sections of the Application, include all needed information, and provide a clear description of the work, with images depicting both existing conditions and the proposed finished conditions.
4. Please provide all information as noted in the Checklist, which is part of this Application. The intent of the Application and the required supporting documents is to provide a clear description and depiction of the proposed work for review by Owners of adjacent Lots and Owners of Lots from which the work or project is visible – AND - in order to allow the ARC to determine that the proposed work or project meets the standards as set forth in the ACGs for approval. Failure to provide a complete Application, all necessary information and/or all information requested will result in delay in processing your Application for review and decision by the ARC.
5. When requesting signatures from other Lot Owners, please present your entire and complete Application with all supporting documents to the Owners of adjacent Lots and the Owners of Lots from which the work or project is visible. Failure to do so could cause you unnecessary delay and/or expense in the event that the ARC decision is appealed by one or more other Lot Owners.
6. Please specifically note any impact on existing drainage patterns, changes in grade, and/or re-direction of water that could potentially or actually impact drainage both on your Lot or on the Common Area or other adjacent Lots. Any work impacting existing drainage patterns will require a drainage plan to be submitted.
7. If you have other questions, including questions about how to submit your ARC Application, please contact the Management Company at hoasupport@windermere.com.
8. Please understand that the ARC may only make decisions in noticed open session meetings, which are scheduled to take place on the second Wednesday of the month.

Note: If you are dealing with a sudden event that created an active actual bona fide emergency, contact the Management Company at hoasupport@windermere.com to advise them, and submit your Application as soon as possible thereafter.

ARC Application Checklist

(see Section 2.5 of the ACGs)

Applications must be complete before they can be considered by the ARC for approval. Submitting an incomplete Application will cause delay to the approval process for your project.

This Checklist is intended to assist Owners in submitting all required items for the ARC review process.

Use this Checklist to complete your Application. If any additional information is needed or is determined to be missing from your Application, you will be contacted by the Association's Management Company to complete your Application so that it can be considered by the ARC. Thank you.

- Timing of Submission.** Is the Application submitted between 30 and 120 days of the start date? Allow 30 days from the date of submitting a complete Application. ARC decisions are made in noticed open session meetings, which occur on the second Wednesday of the month.
- Description of Work.** Does the Application contain a clear description of the work? Are there images of existing conditions? Include photos, images, depictions, drawings, details, grading plans/changes in grade, product specifications, etc. of the proposed work showing the proposed modification of existing conditions.
- Compliance with Governmental Requirements.** Applicant Lot Owner is solely responsible for determining if the proposed work requires approval under Governmental Requirements and for obtaining approvals, including all necessary permits, prior to the commencement of the work. County or other Governmental approval does not eliminate the need for ARC approval before any work is commenced, and vice versa.
- Site Plan.** As applicable, submit a copy of your Lot boundaries, with proposed work location indicated, including dimensions, required setbacks, and distances from adjacent properties and structures.
- Materials and Colors.** Submit samples of the materials and colors to be used and depiction of the existing materials and colors. Manufacturers' literature, photographs, and specifications for materials ("spec sheets") may be used in lieu of physical samples if sufficiently descriptive. Electronic versions of paint or finish color samples may be used so long as they identify the manufacturer, and color name/number by which the color is identified.
- Plans.** Construction of new improvements, Additions, or Alterations to existing structures, require a complete set of accurate building plans including elevation, foundations, floor plans and cross sections as appropriate for the work or project. Please see section 2.5(c) of the ACGs. Please note that Additions may not block views.
- Start and Completion Date.** An estimated start date and completion date must be included on the ARC Application. Please see section 2.5(d) of the ACGs for more information.
- Acknowledgement by Owners of Other Lots.** Applications to the ARC shall include the acknowledgement (signature) of Owners of all adjacent Lots and Lots from which the work or project is visible.
- Acknowledgement of Work Site Rules.** Work Site Rules shall be signed and acknowledged by the Applicant Lot Owners, as well as any contractors, handypersons, or others who are to perform exterior work on the Lot.
- Complete Application Required.** The ARC Application must be completed in full; all fields are required. All signatures by Owner Applicant(s) and others as indicated are required.

Acknowledgement of Work Site Rules

[see ACGs §2.5(f)]

1. Weekday work hours are 7:00 a.m. to 8:00 p.m.
2. Weekend and Holiday work hours are 9:00 a.m. to 4:00 p.m.
3. Music volume should not unreasonably disturb neighbors.
4. Pets must be kept in compliance with leash law.
5. Park in the driveway off street. Only if driveway is full, park on the side of the street on which you are working but be available to move vehicles if needed.
6. Work debris cleaned up weekly and all construction debris removed.
7. Deliveries during work hours only.
8. No dirt to be tracked and left on roadways.
9. Construction traffic to abide by posted speed limits.
10. It is the responsibility of the builder/contractor to maintain this notice on the construction premises. This notice must remain in a legible and serviceable state.
11. Any Porta Potty must be located completely on the Lot, as far away from the street as possible, and in a location which minimizes being visible from other Lots.

Contractor Company Name: _____

Contractor Signature: _____ Date Signed: _____

Owner: _____ Date Signed: _____
Printed Signature

Owner: _____ Date Signed: _____
Printed Signature

Acknowledgement by Owners of Other Lots

[see ACGs §2.5(e) and §2.6]

Provide your complete Application – with all supporting documents – for review by Owners of all adjacent Lots and Lots from which the work or project is visible. Applications to the ARC shall include the acknowledgement of Owners of all adjacent Lots and Lots from which the work or project is visible.

LOT OWNERS: Your signature does not constitute agreement, only that you were informed about plans, reviewed the complete Application/supporting documents and received a copy if requested.

OBJECTIONS/COMMENTS: Any objections or comments about the proposed work described in this ARC Application must be submitted in writing to the Management Company (hoasupport@Windermere.com) within 10 days of the date you sign this Application in order to be read by the ARC during the review process. **[see ACGs §2.6 for details]**

APPEAL OF ARC DECISION: Any Owner who timely submits objection/comment will receive a copy of the ARC Decision and may Appeal the decision to the Board of Directors **[see ACGs §2.4, §2.6 and Article 9]**

Owner Name: _____
Printed Signature

Owner Address: _____ Lot#: _____

Owner Name: _____
Printed Signature

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Printed Signature

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Owner Address: _____ Lot#: _____

Acknowledgement by Applicant

