

## APPENDIX A

### Del Webb Orlando HOA, INC ARCHITECTURAL REVIEW COMMITTEE Application Instructions

Please fill out the below form for any project that requires Architectural Review Committee (ARC) approval. This form is used to notify the ARC that a project requiring review has been submitted. In order to expedite the review of your project submit all required documentation of your project to be completed by the homeowner to the Architectural Review Committee (ARC) for approval **BEFORE** any work commences.

#### **Homeowner's Responsibility**

- Comply with all Del Webb Homeowner Association design guidelines, rules and regulations and covenants. Homeowners must ensure that there are no outstanding violations on file.
- Ensure compliance with the City of Davenport, Polk County and State of Florida applicable codes, ordinances, and law. The Association and its Directors, Officers, Committees will not be held liable for failure of adherence to these requirements.
- Ensure the vendor / contractor understands that they are working within a Homeowner's Association and that they must abide by the rules and regulations.
- Obtain ARC approval prior to commencement of work.
- Any additional project changes may not be made without the approval of the ARC Committee.

#### **Homeowner Submittals**

- Incomplete applications may not be accepted; additional information will be requested prior to sending for ARC review. A **complete application package includes**:
  - Homeowner Application;
  - Homeowner Plot Plan; and
  - Specification sheets; drawings; a through project description including materials, color, samples and, size specifications; and, permits (if required).
- The ARC requires the submittal of **two (2) copies** of all documentation; one copy will be retained in your homeowner file and the second copy will be used by the ARC Committee for its review.
- Completed applications are due by 6PM the Wednesday prior to the next scheduled ARC meeting date. Meetings are generally held on Wednesdays twice a month, although the schedule may change. Meeting dates are posted on the portal. Return completed application materials to: Innovation Property Management, c/o 500 Del Webb Blvd, Davenport, FL 33837 or by Email to [acressey@innovationmanagement.us](mailto:acressey@innovationmanagement.us). Faxed applications will not be accepted.

#### **ARC Review**

- The committee has thirty (30) days for review from the date of receipt of the completed application (including all items identified above). Members of the committee may observe your property in person to obtain a better understanding of the location and project.
- If you are planning to attend the ARC meeting, and if your application is reviewed and approved, you may start the project immediately. If you are not in attendance, the office will notify you of the approval status by email or letter within the week following the meeting.

**NOTE: THE ARCHITECTURAL REVIEW PROCESS MAY TAKE UP TO 30 DAYS.**

**DEL WEBB ORLANDO HOA, INC**  
**ARCHITECTURAL REVIEW COMMITTEE**  
**ARC APPLICATION**

<b>FOR HOA OFFICE USE ONLY</b>	
_____	Unresolved violations
_____	Date
_____	Initials

This is a request form to be completed by the homeowner and submitted to the Architectural Review Committee (ARC) for approval BEFORE any work commences. Please refer to your Declaration of Covenants and Restrictions for a description of the ARC/ARB and its purpose.

For consideration by the ARC, a complete application must include:

- \_\_\_\_\_ 1. Homeowner Application;
- \_\_\_\_\_ 2. Homeowner Plot Plan; and,
- \_\_\_\_\_ 3. Specification sheets; drawings; a through project description including materials, color, samples and, size specifications; and, permits (if required).

Completed applications are due by 6pm the Wednesday prior to the next ARC meeting date. Meetings typically are held the second and fourth Wednesday of each month. Incomplete applications will not be accepted and will be returned. Return completed application materials: Innovation Property Management, c/o 500 Del Webb Blvd, Davenport, FL 33837 or by Email to [acressey@innovationmanagement.us](mailto:acressey@innovationmanagement.us). Faxed applications will not be accepted.

Note: The committee has thirty (30) days for review from the date of receipt of the completed application (including all items identified above). Members of the committee may observe your property in person to obtain a better understanding of the location and project.

1. **PROJECT LOCATION:** identify the location of the project relative to your home and your property) on the Homeowner Plot Plan. NOTE: Plot plan/survey can be found with your closing papers.
2. **HOMEOWNER PLOT PLAN**
3. **PROJECT and PROJECT PLAN:** briefly describe the project / change / addition / (i.e. flag installation, lighting, change door color, change paint color, screen porch, landscaping addition, etc. **Attach specific information to support the project including copies of plans from the contractor or vendor providing the product; as well as specifications, composition of materials, samples, brochures, estimates, color photos, color swatches, etc. If request is for painting, color SAMPLES must be attached.**

THIS SECTION TO BE COMPLETED BY HOMEOWNER	
_____ Del Webb Homeowner Name	_____ Project Location – Del Webb Address
_____ Del Webb Homeowner Signature(s)	<b>Note: ATTACH HOMEOWNER PLOT PLAN</b>
_____ Homeowner Telephone	_____ Homeowner Email Address
_____ Vendor / Company Name	_____ Vendor Telephone Number
_____ Vendor Address	_____ Vendor Email Address
_____ Anticipated Project Start Date	_____ Anticipated Project Completion Date Note: The ARC may review the job upon completion; should the job not be completed as approved, the homeowner will have thirty (30) days to comply with the original ARC approval.

**Project overview:** Describe the work that is to be accomplished and attach specific information to support the project including copies of plans from the contractor or vendor providing the product; as well as specifications, composition of materials, samples, brochures, estimates, color photos, color swatches, etc.

**HOMEOWNER FINAL REVIEW AND RESPONSIBILITY**

I am responsible for the vendor's actions while they are performing work for me within the Del Webb Community and will ensure that the company:

- Locates all underground utilities prior to dredging, digging or completing any landscape or irrigation work;
- Keeps the project area clean and neat, hauls away debris on a daily basis, and leaves no materials in roads;
- If the project causes injury to, or encroachment upon adjacent property or public property I will be responsible for any necessary repairs and the removal of any encroachments; and,
- Once the project is approved by the Architectural Review Committee (ARC), changes (change orders) may not be made unless prior approval is received by the Del Webb ARC.

I (WE) CERTIFY THAT I (WE) HAVE READ THE Del Webb Homeowners Associations' Amended Declarations, Rules and Regulations and the Design Guidelines; I agree to comply with all information contained within those documents; and I corrected any unresolved violations. Furthermore, I (we) will ensure compliance by my contractor to each of those documents, and agree to implement the ARC approved project as notated below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE**

This application has been reviewed on \_\_\_\_\_ (date) and is:

- Approved as shown                       Approved as notated                       Disapproved as notated

Architectural Review Committee Action: