

The Glades on Sylvan Lake Homeowners Association, Inc.

Review Request to the Architectural Control Committee

This request form is to be completed by the homeowner and submitted to the Architectural Control Committee. The request must be approved by the Committee before any work commences. If approved, no further modifications or other alterations may be made without the further approval of the Committee. ALL APPROVED REQUESTS MUST BE COMPLETED WITHIN ONE YEAR OF APPROVAL DATE. Please refer to the Declaration of Covenants, Conditions and Restrictions, the Rules and Regulations, and the Enforcement Procedures for a detailed description of the requirements and process.

This section is to be completed by the homeowner

Property Address: _____ Email Address: _____

Name of Homeowner: _____

Mailing Address (if different from property address) _____

Telephone numbers: home: _____ work: _____

Date request was mailed to the Architectural Control Committee: _____

Description of proposed change: (i.e. install fence, repaint exterior, add pool, construct screen enclosure, etc.) _____

Location of change: (describe and attach a copy of the plot plan showing where the requested changes is located, such as a fence, porch, etc.) _____

Specifications: (describe the following and attach copies of plans, drawings, photographs, TWO [2] sets of color samples, etc.) _____

Color(s): _____ Dimension(s): _____

Material(s): _____

Attach additional pages with further detailed descriptions, explanations and diagrams (**required**).

Mail completed form and attachments to: Architectural Control Committee, The Glades on Sylvan Lake Homeowners Association, Inc., c/o Leland Management Inc., 6972 Lake Gloria Blvd., Orlando, Florida 32809. If any requested information is not provided by the homeowner, the request will be considered incomplete and will be disapproved. **A lot survey marked with proposed modifications is required.**

Note: All requests must conform to applicable zoning and building regulations, and all necessary permits must be obtained for this request to be approved by the Architectural Control Committee.

Liability: I take full responsibility and am personally liable for any damage that might occur to The Glades on Sylvan Lake HOA property during completion of this project.

Signature of Owner

This section to be completed by the Architectural Control Committee

Request was received: Date: _____ Complete Incomplete

If incomplete, information not provided by homeowner: _____

Committee's Recommendation: Approved Disapproved Date: _____

Signed for the Committee by: _____

Committee's Comments: _____

Board of Director's Decision: Approved Disapproved

Signed: _____ Date: _____

THE GLADES ON SYLVAN LAKE HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL REVIEW BOARD REQUEST FORM INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY

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 entire form and sign it. The following information **MUST** be included (as applicable): addition, change or installation specifications including copies of plans, estimates or pictures as necessary; dimensions; materials; sample color chips (not just the color name & number); fence style; etc.
4. For ALL requests except a change in exterior house paint, a copy of the property survey or plot plan must be submitted with the location of any change(s), installation(s) or addition(s) drawn to scale.
5. The one-page ARB request forms without any additional information attached (or only black and white 8½ x 11 inch plans, estimates, etc.) may be faxed to the following number to expedite processing:

407-472-4109

6. ARB request forms that include color samples, pictures, large plans, etc. must be delivered or mailed to The Cove's property management company at the following address:

The Glades on Sylvan Lake HOA
c/o Leland Management Inc.
6972 Lake Gloria Blvd.
Orlando, Florida 32809

7. Leland Management will process and forward your request to the ARB. The ARB may solicit input from the Board of Directors (which meets once per month) 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 and Restrictions of The Glades on Sylvan Lake HOA.
8. Please **DO NOT** call Leland Management – they do **NOT** have any decision-making power in this matter and have **NO** information on the status of your request.
9. Once the request is approved or denied, the ARB will return the request form to Leland Management. A copy of your original request will then be mailed to you, which may include additional comments from the ARB explaining any additional conditions of approval or the reason(s) for disapproval, as appropriate.