



Sand Lake Hills Homeowners Association, Inc.
P.O. Box 1792
Windermere, FL 34786-1792

Request for Architectural Approval of Home Improvement(s)

Dear Homeowner,

The Sand Lake Hills Homeowners Association wishes to compliment you for your efforts in caring for your property (and in turn the neighborhood). The Architectural Review Committee (ARC) has been working to improve the "curb appeal" of Sand Lake Hills. Your Declaration of Covenants and Restrictions, which is a part of the legal description of the property, states guidelines which all residents of Sand Lake are obligated to abide by. These include:

- No Dwelling, building or structure of any kind shall be erected or altered until plans, specifications, and location therefore is submitted to the ARC in writing.
- No work shall commence until approval is received from the ARC.
- All work shall be performed in accordance with the building and electrical codes of Orange County, Florida, in effect at the time of such construction or alteration.
- Detailed and scale sketches, including location sketches (plat) shall be submitted to the ARC.

(See Covenants and Restrictions document for complete details)

Complete the form on page 2, include:

1. **Lot survey** showing location of improvement
2. **Drawings or plans** for improvement
3. **Time frame** for work
4. **Name of contractor** and **license number**

***Do not file for any permits before receiving ARC approval.
Building Permits are the responsibility of the property owner and/or contractor.
Allow 14-21 working days for approvals.***

The form will be returned to you once approved.

DO NOT START WORK UNTIL APPROVAL HAS BEEN RECEIVED.



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LOT # _____

Print and mail to: Sand Lake Hills Homeowners Association, Inc., P.O. Box 1792, Windermere, FL 34786-1792
(This Completed and signed form and attachments may also be scanned and emailed to arc@sandlakehills.com)

Name: _____

Street Address: _____

Home Phone: _____ Work Phone: _____

E-mail Address: _____

Improvement Type: _____
(Room Addition, Pool, Roof, Out Building, Fence, Paint/Siding, Solar Roof Equipment, Satellite Dish, Driveway, Sidewalks etc.)

Proposed Time Frame for Work: (from) _____ (to) _____

Person Performing Work: _____
(If contractor include name and license number)

We, the undersigned understand: 1) That all approvals by Sand Lake Hills HOA Architectural Review Committee (ARC) are based on the aesthetic appearance of the home improvement and that such improvement will satisfy compliance with the deeded Covenants and Restrictions; 2) Approval from the Sand Lake Hills HOA ARC must be obtained before filing for any permits; 3) Building permits are my or my contractor's responsibility; 4) This approval process may take up to 14 working days after it is received. (Please allow sufficient time for mailing.); 5) The Sand Lake Hills HOA ARC will return this form to me once approved by mail or by email to the physical or email address provided above; 6) Work will NOT start until written approval has been received. A set of drawings or plans for proposed work is attached.

Print Name: _____ **Date:** _____

Signature:

This section for Sand Lake Hills Homeowners Association Architectural Review Committees use only.

More Information Needed: _____

Disapproved: _____ **Date:** _____ **Reason:** _____

Approved: _____ **Date:** _____

Date Received:

Approval Stamp →→

Architectural Review Committee

HOA Officer:

This document is valid only if signed by both an active Sand Lake Hills HOA ARC Member and a Board Member.