

**MOD-ARC**

Please read the instructions on the back before completing this application.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ NEIGHBORHOOD: \_\_\_\_\_  
(Ex: Briarwood, Fieldstone, Mandarin Lakes)

E-MAIL ADDRESS \_\_\_\_\_

**PROPOSED MODIFICATION:**

(Example: adding screened enclosure, painting, roofing, etc.)

- 1. Will you require a dumpster or portable storage container at your property?  YES  NO
- 2. House located on lake?  YES  NO      3. House located on golf course?  YES  NO
- 4. Include attachments and documentation as required to support your request. All exterior additions to a property (such as: fences, paving, any structure, generators, concrete expansions, etc.) require a site plan or annotated lot survey/drawing. Check the ones you include:

Site Plan     Lot Survey     Photos  Blueprint or Plan     Sketch, Drawing, or Annotated Lot Survey

Roof Color & Style Sample  Paint Chips (if required)  \_\_\_\_\_

5. For Exterior Painting: Write in an approved color for each house section or include paint chips if you live in a sub-association with their own approved colors. See reverse side for descriptions and detailed instructions. All selections below must be filled in.

Body \_\_\_\_\_, Trim \_\_\_\_\_, Front Door \_\_\_\_\_, Garage Door \_\_\_\_\_

Soffit \_\_\_\_\_, Fascia \_\_\_\_\_, Accent \_\_\_\_\_, Gutters \_\_\_\_\_

Downspouts \_\_\_\_\_ (if no accents, gutters, or downspouts exist on home, annotate as "None".)

"By my signature below, I acknowledge that I have voluntarily provided the information on this form, and it will become part of the public records of Suntree Master Homeowners Association, Inc."

Applicant hereby gives SMHA ARC permission to go onto the above-described property until such time as project is inspected.

\_\_\_\_\_  
OWNER'S SIGNATURE

FEE:\$30.00 (Automated website payments or Checks Only). Fees apply to ALL projects except roof replacement with same color and style. FEES ARE NOT REFUNDABLE. Call office upon completion of work to schedule inspection.

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Approved:  Disapproved:  Date: \_\_\_\_\_ Approved:  Disapproved:  Date: \_\_\_\_\_

Chairman, Local HOA ARC: \_\_\_\_\_ President, HOA BOD \_\_\_\_\_

Approved:  Disapproved:

Chairman: SMHA ARC \_\_\_\_\_ Date: \_\_\_\_\_

To avoid delay in presenting your application / request to the ARC committee for review:

- \* Your request must have attached a survey and/or drawing of the proposed changes, a brochure of the blinds, solar panels or other item - anything that will help the committee to see clearly what your proposed change will be.
- \* If you live in a sub-association within Suntime, your request must first be reviewed and signed by that association's president and ARC chairman, then submitted to Suntime Master Homeowners Assoc. ARC for approval.
- \* Docks must have final approval by the SMHA Board of Directors (the ARC chairman is a member of the Board of Directors and will take your request to the board meeting).
- \* Painting or repainting of home - requires an ARC request, delivered to the SMHA Admin Office with a selection of colors for each portion of the home (body, trim, soffit, fascia, accent, front door, and garage door) from the approved colors that are available for view online, at the SMHA Admin Office, or the Viera Sherwin Williams paint store. The color for each portion of the home should be obvious on the request. If the home is in a sub-association the color scheme will still require their approval unless that specific sub-association has provided board resolution accepting that scheme for use in their community. Alternatively, homes in a sub-association may choose from one of the approved sub-association schemes that the sub-association has within its records and must submit chips for each color item. All repaints must be approved from the approved colors with the following exception: an owner may submit to repaint their home its existing color by providing a complete ARC request with an accompanying paint sample chip for each paint section. The request will require a unanimous approval from the ARC to be considered approved.
- \* Paint section descriptions:
  - Body is typically the largest area of exterior wall surface on each side of home. Owner may select any approved body or trim color.
  - Trim is typically the window bands, windowsills, other areas within the "body" of architectural distinction. Owner may select any approved body or trim color, other than the color chosen for the body.
  - Accent, architectural attachments to the body (decorative shutters). Owner may select any approved trim color, black, or white.
  - Front door: Owner may select any approved door color, white, stained wood, or any approved trim color.
  - Other exterior swing doors: Owner may select white, or the same approved color selected for the body or trim.
  - Soffit and Fascia: Owner may select white, bronze, tan, brown, black, or the chosen approved trim color.
  - Gutters: White, bronze, or the chosen soffit/fascia color.
  - Down spouts: Owner may select white, bronze, or the chosen approved body color.
  - Garage door: Owner may select white, or approved body/trim color, or stained wood finish.
- \* Application must be received no later than 5 business days prior to the ARC meeting so that it can be included on the agenda. The ARC meetings are generally held the second and fourth Wednesday of each month so that it can be included on the agenda.
- \* Please submit an application fee of \$30.00 (check only) for all modifications (excluding roof same color, same style).
- \* The following items do not require submittal: (1) Those items listed in EXHIBIT A of the ARC Criteria.
- \* The following items do not require submittal: (1) Gutters/ Down spouts (2) Flowers (3) Foliage / Bushes (hedges must be submitted) (4) Planting of new trees (5) Exterior lighting (carriage, security, landscaping lights) (6) Lawn furniture / lawn ornaments (7) Basketball goals (non-permanent) (8) Curbing (bordering materials generally used in landscaping) (9) Tiling (existing screened porch, patio or covered entranceways) (10) Direct replacement or repair of damaged items with same materials (11) Non-reflective solar film on the interior of windows (12) Hurricane impact windows, doors (same color & size as before)