

# TIVOLI WOODS VILLAGE “B” – OAK CREST – HOMEOWNERS ASSOCIATION

## ARCHITECTURAL REVIEW COMMITTEE

### REQUEST FOR APPROVAL FORM

The attached form AND accompanying documentation MUST be submitted to the Architectural Review Committee for approval PRIOR to commencement of any work. Mail all documentation to:

Tivoli Woods Village “B” Oak Crest Homeowners Association, Inc.  
c/o Sentry Management Inc.  
2180 West State Road 434, Suite 5000  
Longwood, FL 32779-5044

#### **Steps to submit an ARC Request for Approval Form.**

1. Read and understand all steps to completing Approval Form and complete
2. **Attach property survey or plot plan indicating location(s) of change(s), addition(s) or installation(s).** Handwritten surveys or plot plans are not acceptable.
3. Color samples, material samples, plans, estimates, pictures, etc., if applicable must be attached.
4. The ARC will respond in writing within a 30 day review period. **The ARC's 30 day review period will not commence until all required submissions have been provided by the homeowner.**
5. No work can begin until the ARC approves or denies the request.
6. **All requests and alterations must conform to the City of Orlando and/or Orange County zoning and building regulations. The homeowner is required to obtain all necessary permits if request is approved.**
7. The approved request is valid for 120 days from date of approval and all work must be completed within 120 days of commencement of work.

TO BE COMPLETED BY THE HOMEOWNER

Name: \_\_\_\_\_ Lot# \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (If different): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

DETAILED DESCRIPTION OF CHANGES(S), INSTALLATION(S) OR ADDITIONS(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**\*Allow at least 30 days from the date of submission of ALL necessary documentation\***

SPECIFICATION(S):

Dimensions: \_\_\_\_\_

\_\_\_\_\_

Color(s) (SAMPLE MUST BE ATTACHED): \_\_\_\_\_

Material(s) (SAMPLE MUST BE ATTACHED): \_\_\_\_\_

HOMEOWNER LIABILITY: I take full responsibility and am personally liable for any damage that might occur to any property as a result of, and during the completion of this project.

HOMEOWNER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

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TO BE COMPLETED BY THE HOA AND ARC

Received by the HOA on: \_\_\_\_\_ Forward to ARC on: \_\_\_\_\_

( ) APPROVED BY ( ) DENIED BY: \_\_\_\_\_ Date: \_\_\_\_\_

ARC COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailed to Property Owner On: \_\_\_\_\_

**\*HOA DUES MUST BE CURRENT PRIOR ANY APPROVAL\***