

The Preserve at Lake Thomas Homeowners' Association, Inc. Architectural Control Procedures

BOD Approved 07.12.12

1. All modifications to a home site or modifications to an existing structure must be pre-approved by the Architectural Control Committee. Such modifications include but are not limited to any building, wall, fence, or screened enclosure.
2. Appropriate standard forms will be utilized: Form (ACC) Request for Architectural Control Committee Approval and/or House Painting Supplement to ACC Form.
3. All submissions must be complete and provided in duplicate copy.
4. Submissions must be sent to: The Preserve at Lake Thomas Homeowners' Association, Inc., P.O. Box 273708, Tampa, FL 33688.
5. The Management Company will date stamp the submission and review the application for completeness. Incomplete applications will be administratively rejected and returned to the homeowner. Rejected applications are automatic disapprovals of the requested modification/ improvement.
6. Properly completed applications will be forwarded to the Architectural Control Committee for their determination, such determination to be completed no later than thirty (30) days after the date stamp of receipt of the application by Management.
7. Applications for improvements and/or modification will be reviewed for conformance to the Declaration and Board approved guidelines and approved or disapproved by the Committee at a properly noticed meeting.
8. Applications involving a waiver of architectural guidelines (such as fencing, landscaping, pre-approved paint colors, etc.) as requested by the homeowner will be reviewed by the Committee and a recommendation of approval or disapproval rendered. The Committee has authority to deny the waiver. If the Committee recommends approval of the waiver, the Committee will then forward the application with waiver request to the Board to determine approval or disapproval. All waivers to architectural guidelines therefore require the approval of the Board of Directors.
9. The Management Company will provide a copy of the approved or disapproved application to the owner.

10. In the event a homeowner wishes to appeal the decision of the Architectural Control Committee, that homeowner may contact management to schedule an appearance at a future Board meeting to discuss the matter at the Board meeting. At the hearing, the Board may modify a portion or all of the formerly disapproved application and determination of the Architectural Committee.

11. In the event new construction or modifications commence without proper Committee or Board approval, a demand to cease letter from Management will be sent to the owner. The Board may require unapproved modifications to be removed and the lot/home returned to previous condition.

12. The Architectural Control Committee shall consist of three persons as appointed by the Board of Directors.