

The Falls at Sheridan Community Association

Application For Approval By The Architectural Review Committee (ARC)

1. ARC & BoD Required Approval:

(Applications will be reviewed and acted on at the next scheduled BoD meeting.)

Fence _____ Landscaping (Different) _____ Driveway _____
Exterior Paint (New Color) _____ Home Exterior _____ Swimming Pool _____
_____ Addition/Remodel _____ Addition _____
Roof (New) _____ Other _____

2. Items no longer requiring ARC permit:

Landscaping (Replace old/same) _____ Storm Panels/Shutters _____ Curbing _____
Exterior Paint/Trim (Same Color) _____ Gutters _____ TV Dish _____

Additional Information (if required):

3. Attach drawing to scale as outlined in the Declaration of Covenants and Restrictions for the Falls at Sheridan, Section 7.5 (See details on the reverse of this form).

4. Estimated Start Date:....._____

5. Estimated Completion Date:....._____

6. Expected Project Duration Date:....._____

7. Extension Request Date:....._____

8. New Estimated Completion Date:....._____

9. Requested By:_____ Lot/Block:_____ Request Date:_____ (Property Owner Print Name)

10. Address:_____ Telephone:_____

11. Property Owner Signature:_____

This area is for ARC & Board of Directors (BoD) Use Only

ARC Representative: _____ Approved: _____ Rejected: _____ Date: _____

ARC Representative: _____ Approved: _____ Rejected: _____ Date: _____

BoD Association Officer: _____ Approved: _____ Rejected: _____ Date: _____

Regardless of ARC or board approval, the homeowner is responsible for securing any municipal permits (city, county, St. John’s Water Management District) that may be required. Approved ARC applications not started **within 3 months** from the approval date, become invalid and a new application must be resubmitted with the required plans. **Completed ARC forms & plans should be placed in the slotted box at the front of the residence located at: 841 Potomac Drive.**

Important: Do not commence work on items that require BoD approval until the application has been approved. Homeowners should allow for time for approval of major construction and/or complex requests. Homeowners should not enter into a contract and/or make payment until an approval of the work to be done has been obtained.

Architectural Review Committee (ARC) Homeowner Process

1. A completed ARC Form must be submitted for all exterior improvements, alterations or additions. Homeowners should not buy materials, sign contracts or schedule work to be done on the exterior of their home until their application has been reviewed and approved by the ARC and Board of Directors (BoD).
2. Homeowners who commence work without ARC & BoD approval will be subject to a fine as referenced in the **Declaration of Covenants and Restrictions For the Falls at Sheridan**.
3. All applications for approval will be placed in the slotted box in front of the residence at 841 Potomac Drive. Blank ARC forms may also be picked up at this location. The ARC will review the applications and make recommendations to the BoD. The BoD will review and approve/disapprove the application at the monthly board meetings.
4. All ARC applications must include paint samples, drawings to scale, pictures, etc., where applicable.
5. An estimated project start date and completion date or project duration timeframe must be included on the application. Significant changes in the scope or schedule of the original work must be communicated to the ARC in writing. Unjustified delays will be subject to a fine, as referenced in the **Declaration of Covenants and Restrictions For The Falls at Sheridan**.
6. If an ARC approved project has not been started within three months of the scheduled start date, the approval becomes invalid. A new application will have to be submitted along with the necessary drawings and plans.
7. Should the homeowner incur a delay in completion of the approved project, the homeowner will submit an extension request to the ARC utilizing an original application.
8. ARC applications will only be reviewed, discussed and approved/disapproved at the next board meeting. Applications should be submitted at least one week prior to the monthly board meeting so the ARC can review the application, plans and property as necessary. Major projects will require additional time for ARC review.
9. All board members will review the ARC requests. All applications must have at least two ARC signatures. All five board members will sign off on applications requesting complex exterior modifications.
10. ARC applications not meeting the requirements set forth on the application will be rejected and returned with an explanation for the rejection.
11. The homeowner is responsible for securing any municipal permits (City/County/St. John's Water Management District, etc.) that may be required.
12. An "ARC" approved sign will be placed at the residence to inform the community that the board has approved the work in progress. A member of the ARC will remove the sign upon completion of the project. However, if a job is completed and the sign has not been picked up, the homeowner should return the sign or call an ARC member to have it picked up.

For the benefit of the homeowner(s) completing this form, the following has been excerpted from the **Declarations and Covenants Restrictions For The Falls at Sheridan**:

Section 7.4: Plan Review: The Architectural Review Committee shall review all construction plans prior to the commencement of any construction on any lot. The Architectural Committee shall review all such plans to determine whether they are in compliance with the Covenants contained herein, as well as any other restriction or covenant applying to such lot.

Section 7.5: Duties of the Architectural Committee: The Architectural Review Committee shall review plans submitted for all improvements or modifications, and shall approve or disapprove said plans. The plans submitted to the Architectural Review Committee for approval shall include all plans necessary for construction and shall meet the following standards:

- (a) **Plot plan:** An accurately drawn and dimensional plot plan in 1" = 10' (1 inch = 10 feet) scale showing all building setbacks, easements, fences, drives, swimming pools, patios, walks and other architectural elements.
- (b) **Floor plan(s):** Draw to a scale of 1/4" per foot.
- (c) **Elevation plans:** Draw to scale of 1/4" per foot, showing exterior elevations of buildings as they actually appear after all back filling.
- (d) **Specification of all external materials** such as roofing, siding, brick, etc. as well as exterior color schemes, must be submitted for approval. Actual samples may be required by the Architectural Review Committee.
- (e) **Landscaping plans** in a 1" = 10' scale indicating existing trees, trees to be removed and proposed new material including tree and plant list (type and size) for existing and proposed trees.

The Architectural Review Committee shall have the right to approve or disapprove any structure, fence, wall, screened enclosure, grating, floor, elevation and drainage plan, drain, mailbox, solar energy device, antenna, satellite dish, decorative building, landscape plan, landscape device or other improvement change or modification and to approve or disapprove any exterior additions, changes, modifications or alterations to a residence. Disapproval of any change, addition, modification or alternation may be solely on the grounds of aesthetics. It is the developer's intent to protect the community for nuisances and maintain the aesthetic quality with substantial uniformity of the residences. The Association shall adopt additional standards and criteria to affect the purposes of this section. This form was approved by the Board of Directors on 04/07/2010.