

OFFICIAL GROVES AT BAYTRESS ARCHITECTURAL DESIGN APPLICATION

Please complete the application form and forward, with requested information, to the Association's Community Manager at OcalaARB@lelandmanagement.com for processing. DO NOT commence work until you receive approval of your application from the Architectural Review Committee (ARC). The ARC normally meets every 3rd Tuesday of the month at 6 pm. In the Recreation Center. Applications must be submitted by the homeowner. Renter and vendor submissions will not be accepted.

Date: _____ Phone Number _____ (required)
Owner's Name: _____ (required)
Street Address _____ (required) Email address: _____ (required)

Please check the appropriate improvement:

_____ **EXTERIOR PAINT** – The colors must be one of the approved Groves at Baytree colors. The color schemes are in a book at Sherman Williams' Tavares store. Either identify by Color Scheme number or submit paint chips and indicate where each color will be used (body, trim, garbage door, front door, shutters, etc.) The guideline used to review house colors considers the harmony of the existing neighborhood and homes, external design, and the house colors of your next door neighbors. Earth toned colors can range from light to medium color intensity.

_____ **SCREEN ENCLOSURE, PATIION, LANAI, POOL, SPA** – Submit lot survey with new construction drawn in and include a description of materials and colors to be used.

_____ **DOORS (GARAGE, ENTRY, SLIDING, OR PATIO** – Submit construction drawings or plans and include a description of materials and colors to be used.

_____ **LANDSCAPE** – The Landscape Committee will review all requests for lawn or landscaping changes. You do not need to submit an Application for Architectural Review to make changes in existing flowerbeds if you are replacing with same size and type plants. Otherwise, submit drawings or plans of existing landscaping and include a description of the size of plants or trees to be used.

_____ **DRIVEWAY/ENTRY WALKWAY** – Submit construction drawings or plans and include a description of materials to be used. Color of Driveway/Entry Walkway is covered in the Exterior Paint paragraph above.

_____ **WINDOWS/TRIM** – Submit construction drawings or plans and include a description of materials and colors to be used.

_____ **ROOF** – Roof shingles must be of the same type currently installed. Color changes/style MUST be approved by the ARC. Only existing colors already in the The Groves at Baytree will be allowed. Any color request may be considered by the Board of Directors for inclusion in the Guidelines.

_____ **FENCE** – Submit lot survey with new construction drawn in and include a description of materials and colors to be used. Color of fence is covered in the Exterior Paint paragraph above.

Name of Contractor: _____ Telephone Number: _____

Contact Name: _____

PLANNED STARTING DATE: _____ PLANNED COMPLETION DATE: _____

I understand that I must receive approval of the Architectural Review Committee (ARC), HOA, and its Director in order to proceed with installation of improvements. I understand that the ARC, HOS, and its Directors are not responsible for passing on safety, whether structural or otherwise, or conformance with building codes or other governmental laws or regulations, nor does it approval of an improvement constitute approval of any buildings codes or other governmental laws or regulations, and that I may be required to obtain a building permit to complete the proposed improvements. **All required building permits from the Lake County/City of Tavares must be obtained by the property owner and a copy of the permit MUST be submitted to the Association.** The ARC and the members thereof, as well as the Association, the Board of Directors, or any representative of the ARC, shall not be liable for any loss, damages whatsoever, or injury arising out of, or in any way connected with the performance of the ARC, HOA, and its Directors, for any action, approval, disapproval, or failure to approve or disapprove plans, if such action was in good faith or without malice. **All work authorized by the ARC, HOA, and its Directors shall be completed within the time limits specified above, but if not specified, no later than six (6) months after the approval was granted.** Please refer to your Declaration of Covenants, Conditions and Restrictions: Article V – VII page 10 through 15 specifically Sections 14, 15, and 16 and Sixth Amendment, Section 2. NO sheds, appliances, non-operational vehicles, boats, boat trailers, recreational vehicles, motor home, or similar vehicle shall be kept on any lot/property including a fenced-in backyard.

Should a homeowner make any exterior changes without prior approval of the ARC, HOA, and Management and/or without proper permits, homeowner may be required to remove and/or restore the property to its original condition.

I/WE, _____, property owner(s), apply for approval for the changes or additions described on Page 1 and understand that all rules and guidelines are not included in this application. VENDORS MAY NOT SUBMIT AN APPLICATION.

Owner's signature: _____

Date: _____

ARC USE ONLY

This application is: Denied _____ Approved _____ Temporarily Denied _____

Reason for denial: _____

ARC Committee Signature: _____

Committee Liaison: _____

Date: _____