

Architectural Change Request (Do not use this form for paint requests. Use the "Twin Lakes at Deltona – ARC Paint Change" form.)

Lot Number: _____ Request Date: _____

Application to the Architectural Review Committee Twin Lakes at Deltona Homeowners Association, Inc.

Please return this form to:
Twin Lakes at Deltona H.O.A., c/o Sentry Management, Inc.
4188 S. Atlantic Ave, New Smyrna Beach, FL 32169
Questions: 386-423-7796 Ext 54006 or tsmith@sentrymgt.com

This is a request form to be completed by the homeowner and submitted to the Architectural Review Committee **before** any work commences. Please refer to your Declaration and ARC Guidelines, Standards & Procedures, before filling this out. Please allow forty-five (45) days from the time we receive your submission for the results of this review. ATTENTION: This form will expire within 60 days of the approval date unless construction/project has started.

Name (Please print): _____

Property Address: _____ **Deltona, FL 32725**

Mailing Address (if different): _____

Phone #'s: _____ Email: _____

Change Specifications (For tracking/review/authorization purposes, only one change per form is allowed.)

___ Shutters: ___ Standard (Colors must match House Trim) ___ Hurricane Permanent ___ Hurricane Temporary

___ Roof: _____
Vendor Color Code (if known) Color Description

Plot diagram with proposed changes marked is required for **ALL** changes below.

___ Fence¹: (New or Replacement. Use Paint Form for simple repainting) ___ Board on board ___ 4' Picket (Lake Lot) ___ Vinyl

Color: _____
Vendor Color Code (if known) Color Description (Tan is the only approved color for Vinyl)

___ Additions¹:

___ Swimming Pool/Spa ___ Screen Porch/Patio ___ Room Addition ___ Shed ___ Swing set

___ Landscaping/Other^{1,2}: (Note: Simple landscaping changes of bed plants and shrubs do not need to be submitted/approved.)

Describe: _____

1 – Attach a copy of a plot survey/diagram or plans showing where the addition such as a fence, porch, etc. is to be located. All materials, dimension, heights, and finishes must be described in detail. Addition is subject to and must conform to and pass local City and/or County zoning, permitting and building requirements. If the request is approved by the HOA, you must obtain all necessary permits before beginning construction.

2 – Tree removal is subject to both Volusia County Tree Preservation Ordinance requirements and HOA covenant 3.1.19. (Note: Most trees removed must be replaced.)

All approvals are subject to the following: A) Property owner must obtain any necessary permits. B) Property owner must accept liability for damage to common areas or the other property. C) Property owner must accept liability for encroachment on or damage to any easements.

=====This section to be completed by the HOA=====

Status: Rejected ___ Rejection Reason: _____

Approved ___ _____

Signature _____ Date _____

