

Forest Edge
Homeowners Association, Inc.
c/o Sentry Management, Inc.
2180 W SR 434 Suite 5000
Longwood, FL 32779

Manager: Candace Harrison
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407-788-6700 ext. 51220

Architectural Review Committee ALTERATION APPLICATION

Application Date: _____

Homeowner Name: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone # _____ E-mail: _____

I, _____, do hereby request approval by the Forest
(Homeowner Name of Record)
Edge Homeowners Association, Inc. Architectural Review Committee for the following alteration to my
property located at:

(Forest Edge Lot Address)

Project Description - ONE PROJECT PER APPLICATION

- | | | |
|---|---|---|
| ☐ Roof Replacement | ☐ Window/Door Replacement | ☐ Siding Replacement/Repair |
| ☐ Brick Repairs | ☐ Major Landscape Installation | ☐ Driveway Replacement/Repair |
| ☐ Patios | ☐ Addition to Home | ☐ Exterior or Landscape Lighting |
| ☐ Shed | ☐ Screen Enclosure | ☐ Garage Door Replacement |
| ☐ Other: _____ Use project specific ARC applications for exterior painting, fences or tree removals. | | |

Details: _____

Owner Statements - Initials and Signature(s)

- ☐ I understand that no work shall commence until I have received written approval from the ARC, and that I may not deviate from any detail of the approved plan without additional ARC approval.
- ☐ Upon approval of this request, I will assume all liability for any damage incurred as a result of this project including damage to neighbors' properties and HOA property.
- ☐ I understand alterations must adhere to city ordinances, zoning and building codes, Forest Edge HOA governing documents, and that an approved city permit does not guarantee ARC approval.
- ☐ I further understand that I shall assume responsibility for all future maintenance of this alteration.

- ☐ If I do not receive notification of approval within 10 business days from the date of the ARC's receipt of this application, I understand that the request is then deemed disapproved (Section 8.2, Forest Edge Covenants), and it is my responsibility to contact management for an update.
- ☐ No accessory structures will be placed in lot setbacks, exceed the maximum impermeable lot coverage or be visible from common areas or neighboring lots unless otherwise approved by the ARC.
- ☐ The planned alteration to my lot will not disrupt, disturb or be a nuisance to neighboring lots.
- ☐ I have attached an overview drawing of my lot noting the location of my requested project, and/or will include swatches, samples, sketches, surveys, pictures, plans, etc., that will assist with the ARC's review.
- ☐ I understand that contractors are not authorities on HOA covenants, city ordinances or Florida Statutes, and that advice given by a contractor does not absolve me from such.
- ☐ I have read Forest Edge HOA's Declaration of Covenants & Restrictions and Rules and Regulations pertaining to my request. I understand governing documents are available at forestedgehoa.com, through my Sentry Management owner portal, or by contacting the HOA Board of Directors.
- ☐ I understand the Forest Edge HOA Board of Directors & ARC are comprised of homeowner volunteers who donate their time to benefit this community.
- ☐ I understand that failure to provide back-up documentation or a complete ARC application could result in disapproval or a delay in approval of this request.

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

ARC USE ONLY:

DATE: _____

This request for alteration has been:

☐ **Approved**

Notes/Requirements: _____

☐ **Disapproved**

Disapproval Reason: _____

Covenant: _____

or Rules and Regulations: _____

ARC Committee Members:

1.) _____ Date _____

2.) _____ Date _____

3.) _____ Date _____

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I understand that by using Sentry Management's CommunityPro online portal that this ARC application will be sent electronically, and that I also have the options of mailing or emailing a PDF of this application to the Sentry addresses above. Once this application is forwarded to the ARC, the committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work will commence by my contractor or me until I have received written approval from the ARC. Unapproved work may result in a violation, fines and/or legal action.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a workman-like manner by myself or a contractor.
4. All work will be performed in a manner to minimize interference and inconvenience to other residents.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of such work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. If my project requires a resident's vehicle to be parked in the street overnight, I will advise property management of the dates, and understand that failure to do so may result in towing. I understand contractor equipment and dumpsters must be kept within the boundaries of my lot not in the HOA right-of-way or street.
8. I will comply with all applicable federal, state, and local laws, codes, regulations and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that Forest Edge HOA, Inc., its Board of Directors, its agent and its committees have no responsibility with respect to such compliance and that the Board of Directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation or governmental requirement.
9. Project Contractor: _____
Name
10. I will submit this application in proper form as a legal document. I understand that a clear PDF or original paper form will be accepted.
11. If approved, the work would start on or about _____ and would be completed by _____.

Owner's Signature

Date

All homes within the Forest Edge subdivision shall adhere to the requirements set forth by the Architectural Review Committee and approved by the Forest Edge Board of Directors. Colors and materials were chosen to “maintain a Subdivision in harmony with its surroundings and natural elements of the land.”

Declarations of Covenants and Restrictions for Forest Edge at Country Creek, Section 8.3

Rules & Regulation Article II

Section 2. Design Criteria. The ARC’s duty is to maintain the subdivision in harmony with its surroundings and natural elements of the land in natural or traditional, subdued tones. Replacing or repairing features to the front of a home requires adherence to the original elevation design of that specific home.

Section 3. Exterior Alterations. Any alteration in the outward appearance of a dwelling including but not limited to front, rear, and sides requires written approval from the ARC. Owners must submit an ARC application with proper documentation and gain approval before starting any exterior projects to their lot or dwelling. Many projects require a permit from the City of Altamonte Springs which may require HOA approval. Exterior projects include but are not limited to:

Roofing • Tree Removal/Installation • Exterior Painting (same or different)
Fence (New/Replacement/Repairs) • Window Replacement
Large Landscaping Projects • Driveway or Walkway Repairs/Replacement
Front Door Replacement • Garage Door Replacement • Gutters
Siding, Stucco, Wood or Brick Repairs • Pools - In-ground or Above-ground • Patios
Screen Enclosures • Additions • Sheds • Exterior Lighting • Landscape Lighting •
Ornamentations • Gazebos/Archways/Trellises

Declaration of Covenants of Restrictions Article VIII

Article VIII defines the architectural controls within Forest Edge neighborhood, and states the design and structure criteria for which the ARC is responsible. The ARC will approve alterations and repairs that maintain the standard overall look of the community. In addition to the rules stated above, section 8.2 further specifies the standards by which homeowners must submit their project plans to the ARC.

- * I have read the above information extracted from the Forest Edge HOA rules and covenants. I understand that this information has been provided as it relates to this ARC application for an alteration to my home or lot, and that a complete understanding of the rules governing the Forest Edge HOA can only be gained by reviewing the governing documents in their entirety.

Owner's Signature _____ Date _____