

ARCHITECTURAL REVIEW APPLICATION

CYPRESS HEAD AT THE ENCLAVE ASSOCIATION, INC.

THIS FORM IS TO BE COMPLETED BY THE HOMEOWNER AND SUBMITTED TO THE ARCHITECTURAL REVIEW BOARD FOR CONSIDERATION BEFORE BEING SENT TO THE BOARD OF DIRECTORS WITH RECOMMENDATIONS FOR APPROVAL PRIOR TO COMMENCEMENT OF ANY WORK. YOU MAY REFER TO YOUR DECLARATION OF COVENANTS AND RESTRICTIONS FOR A DESCRIPTION OF THE ARB AND ITS PURPOSE. YOU MAY ALSO REFER TO THE ARCHITECTURAL STANDARDS & GUIDELINES FOR SPECIFIC CRITERIA. **PLEASE ALLOW UP TO THIRTY (30) DAYS UPON RECEIPT FOR A DECISION FROM THE ARB.**

Mail completed application to:

Cypress Head at the Enclave Association, Inc.
c/o Pinnacle Property Management, LLC
1511 East State Road 434, Suite 3001
Winter Springs, FL 32708
Phone: 407-977-0031 Fax: 407-977-5495

Homeowner's Name: _____ Lot # _____
Mailing Address (If different from Property Address): _____

Resident's Name: _____
Property Address: _____
E-mail address: _____ Phone: _____ Day _____ Night _____
May the Architectural Review Board contact you for clarification or questions? ____ Yes ____ No

By signing below, I/We understand the modification cannot begin before receiving approval from the ARB. Furthermore, I/We assume all liability for any damage incurred as a result of this modification as well as any additional maintenance costs that may be incurred. I/We also agree to obtain any permits that may be required by any and all governmental agencies for this modification.

Signature(s): _____ Date: _____

Please complete the following and attach copies of any plans, samples, brochures, estimates, color photos and/or swatches as applicable to your proposed project:

Contractor/Painter/Architect: _____ Phone: _____

PURPOSE OF APPLICATION: (Check appropriate items and include specific details in the space provided below.)

_____**Fence Plan*** (Include a plat plan showing location of fence AND a photo/brochure showing the fence you are proposing.)
Please indicate the material/color you wish to use: **Wood fence stained 'Birch Grey'** _____ **Vinyl fence in the color 'Stone'** _____ **Style #** _____
_____**Pool** (Detail color of any screen enclosure and how pool equipment will be screened from view, if applicable.)
_____**Landscaping Plan** (Detail plants, turf, shrubbery, trees, etc. to be used; Include a plat plan showing location of landscaping.)
_____**Construction project**, such as screen room or room addition. (Please detail colors, dimensions and materials to be used.)
_____**Exterior Color Selections**** (from approved color book ONLY; Please note the garage door must be painted the same color as the body.)
Scheme # _____ **Body/Garage** _____ **Trim** _____ **Door** _____
_____**OTHER** (Please specify) _____

*FENCES CONSTRUCTED OF WOOD MUST BE STAINED 'BIRCH GREY'. VINYL FENCES MUST BE THE COLOR 'STONE'. FENCE STYLE MUST BE **SHADOW BOX**. FENCES MAY NOT EXCEED 6' IN HEIGHT.

**EXTERIOR COLORS MAY BE SELECTED FROM THE APPROVED COLOR BOOK ONLY, WHICH IS AVAILABLE AT PINNACLE PROPERTY MANAGEMENT'S OFFICE NOTED ABOVE, SHERWIN-WILLIAMS OVIEDO STORE, LOCATED AT 200 ALAFAYA WOODS BLVD., OVIEDO, FL 32765, OR BY CALLING 407-359-6999.

REMEMBER: Requests and alterations must conform to all local Zoning and Building Regulations. If your request is approved, you are responsible for obtaining the required permits. If your request is denied by the ARB, you may appeal to the Board of Directors for further review. If all required materials or information is not included with this form at the time of submission, the time period does not apply for approval/disapproval.

COMMENTS & RECOMMENDATIONS FROM THE ARCHITECTURAL REVIEW BOARD

THIS SECTION TO BE COMPLETED BY THE BOARD OF DIRECTORS

Approved: _____
Signature(s) _____ Date _____

Disapproved: _____
Signature(s) _____ Date _____

Cypress Head at the Enclave Association, Inc. 2011 ARCHITECTURAL STANDARDS & GUIDELINES

The Architectural Review Board may adopt and modify from time to time, in its discretion, minimum guidelines, criteria and/or standards. The ARB reserves the right to make final inspections to verify the changes made correspond to the request you submitted for approval.

EXTERIOR COLORS

The ARB requires advance approval for all exterior colors, even for repainting of the original color. Cypress Head's formal color book is a professionally designed palette that enhances the community aesthetics with a unifying color theme. The color book lays out acceptable color/trim/entry door combinations.

- Homeowners must pick an approved color from Cypress Head's color book, available at the Management Office or Sherwin-Williams on Alafaya Woods Blvd., and submit an ARB application **prior to painting**.
- Paint sample "chips" are available at Sherwin-Williams to assist homeowners in matching and ordering paint at any paint provider; however, *the Association does not endorse, require or specify any particular paint brand or supplier.*
- Homeowners should use the sample chips to ensure the paint supplier properly mixes the desired color. Most suppliers will scan the sample to provide an accurate blend of dyes to match the desired color. ***It is very important to use this process, as attempting to match approved colors with manufacturers' color palette samples by eye will most often NOT result in an accurate match.***
- Each home will be painted with an approved base and trim color combination selected from those specified in the color book. The selected trim color will be used for all trim and architectural detailing, except that soffits and gutters may be painted trim color or white. Gutter downspouts may be painted white, body or trim color. The ARB will consider requests for painting architectural detailing a third color on a case-by-case basis.
- Garage doors must be painted the body color **only**.
- If homeowners paint their house without approval, or if the final color deviates from the approved color, the homeowner is in violation of these standards and will be required to repaint the house at the homeowner's expense.
- Paint finish may be flat, satin or eggshell. Semi-gloss and gloss paints are not permitted.

FENCES

In addition to the standard fencing option outlined in Section 6.10, the ARB has adopted vinyl fencing as an acceptable alternative **with prior approval**.

- Vinyl shadow box fencing in the color "Stone", with boards matching the existing wood fencing option (no horizontal top cap) can be submitted for approval on a case-by-case basis.
- Acceptable fence styles, as approved by the ARB, are as follows:
 - "Style 2" – an arched top shadow box fence
 - "Style 3" – a standard top shadow box fence
- Vinyl fencing options, in the approved styles and color, can be found by contacting Polyvinyl Creations at 800-780-FENC (3362). You will need to provide them the style and color information.
- All applications for fences are to include a picture and style number along with a plot plan showing the location of the proposed fence.
- Any fence that is installed without approval or does not meet the style and color set forth above will have to be removed at the homeowner's expense.