

Sand Lake Point Homeowners Association, Inc.

Review Request to the Architectural Control Committee

This request form is to be completed by the homeowner and submitted to Community Management Professionals for review by the Architectural Control Committee which meets on the second Monday of each month and you are welcome to attend. The request must be approved by the Committee **before** any work commences. Please refer to the Declaration of Covenants Conditions and Restrictions, the Rules and Regulations, and the Enforcement Procedures for a detailed description of the requirements. Additional information can be found at the community website: www.sandlakepoint.org

This section to be completed by the homeowner in its entirety.

Date request was mailed to Aegis CMS : _____

Name: _____ Property Address: _____

Mailing Address (if different from property address) _____

Telephone Numbers: Cell: _____ Home: _____ Office: _____

Planned Start Date: _____ Planned Completion Date: _____ Email: _____

Description of proposed change: (i.e. new roof, install fence, new pool, new pool screen enclosure, roof shingle sample etc.) Describe and attach a copy of your plot plan showing exactly where the requested changes are located with dimensions. _____

Specifications: (describe the following and attach copies of plans, drawings, photographs, etc.)

Color(s): _____ Dimension(s) _____

Material(s): _____

Homeowner SIGNATURE (required) _____

Important: Attach additional pages with further detailed descriptions, explanations, diagrams with measurements (required).

Exterior Paint Request: Refer to Sand Lake Point Color Palette Guidelines at www.sandlakepoint.org. Describe and attach a copy of each color sample. **Use color name and code found in the Color Palette Brochure.**

House Body Color _____ Trim Color _____ Accent Color _____

Garage Door Color _____ (Select either body or trim color)

Front Door Color _____ **Homeowner SIGNATURE (required)** _____

Note: ACC approval does not relieve you from obtaining any and all permits that may be necessary from Orange County Building Department, South Florida Water Management District and any other department or governmental agencies that may have jurisdiction in this matter. All requests must conform to applicable Zoning and Building regulations and all permits must be obtained for this request to be considered approved. If permits are not obtained at the time of Review, approval may be granted subject to permitting

All approved projects must be started within sixty (60) days from date of approval. Failure to commence within 60 days will void prior approval and will require resubmission of project for consideration.

Mail completed form and attachments to: Sand Lake Point Homeowners Association, Inc. c/o Aegis Community Management Solutions. 8390 Champions Gate Blvd., Suite 304, Championsgate, FL 33896. Questions: Email edoras@aegiscms.com **863 256 5052** If the homeowner does not provide all requested information the request will be considered incomplete and will be disapproved.

For Completion by the Architectural Control Committee

Request was received on: Date: _____ Complete _____ Incomplete _____

Committee's Decision: Date: _____ Approved _____ Disapproved _____

Signed for the Committee by: _____

Committee Comments: _____

Board of Director's Decision: Date: _____ Approved _____ Disapproved _____