

PRESERVE AT BLACK HAMMOCK HOA
ARCHITECTURAL REVIEW BOARD REQUEST FORM INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY

1. The Architectural Review Board (ARB) request form must be completed and approved **BEFORE** any work commences on the property.
2. The approval process can take up to **thirty (30) days** from the date the ARB receives your request; therefore, please plan accordingly.
3. The property owner shall complete the relevant part of the form and sign it as indicated on the form.
4. The following information **MUST** be included (as applicable): the addition, change or installation specifications including copies of plans, estimates or pictures as necessary; dimensions; materials; sample color chips (not just the color name & number); any other pertinent data.
5. For **ALL** requests except a change in exterior house paint, a copy of the property survey or plot plan must be submitted with the location of any change(s), installation(s) or addition(s) drawn to scale, together with the dimensions including all the setbacks from the property lines.
6. ARB request forms, together with the required documentation, must be delivered or mailed to Preserve at Black Hammock HOA property management company (Pinnacle Property Management) at the following address:

Preserve at Black Hammock HOA
c/o Pinnacle Property Management
1511 East State Road 434, Suite 3001
Winter Springs, FL 32708

7. Pinnacle Property Management will process and forward your request to the ARB. The ARB may solicit input from the HOA Board of Directors in making their decision. **ALL** decisions are based on the fair and impartial application of the rules and regulations specified in the Declaration of Covenants, Conditions, Easements and Restrictions for Preserve at Black Hammock HOA.
8. **Please DO NOT call Pinnacle Property Management – they do NOT have any decision- making power in this matter and have NO information on the status of your request.**
9. Once the request is approved or denied, the ARB will return the request form to Pinnacle Property Management. A copy of your original request will then be mailed to you, which may include additional comments from the ARB explaining any additional conditions of approval or the reason(s) for disapproval, as appropriate.

PRESERVE AT BLACK HAMMOCK HOA
ARCHITECTURAL REVIEW BOARD REQUEST FOR APPROVAL FORM

This form and any accompanying documentation **MUST** be delivered or mailed to the ARB for approval at the following address **PRIOR** to commencement of any work: **Preserve at Black Hammock HOA, c/o Pinnacle Property Management, 1511 East State Road 434, Suite 3001, Winter Springs, FL 32708.**

If you have any questions regarding this form, please refer to Preserve at Black Hammock HOA ARB Request Form Instructions (attached), or your copy of the Declaration of Covenants, Conditions, Easements and Restrictions for Preserve at Black Hammock HOA; or contact, Pinnacle Property Management at 407-977-0031.

TO BE COMPLETED BY PROPERTY OWNER:

Name: _____ Lot # _____
Property Address: _____
Mailing Address (if different): _____
Home #: _____ Work #: _____ Cell #: _____ Fax #: _____

DETAILED DESCRIPTION OF CHANGE(S), INSTALLATION(S) OR ADDITION(S):

Estimated Duration: Start Date _____ **Completion Date** _____

SPECIFICATION(S):

Dimensions: _____

Color(s) (MUST attach sample chips): _____

Material(s): _____

Attach property survey or plot plan that indicates location(s) of change(s), additions(s) or installation(s) along with copies of plans, estimates, pictures, etc. (as applicable).

NOTES:

1. All requests and alterations must conform to local (Seminole County) zoning and building regulations.
2. You are required to obtain all necessary permits if your request is approved.
3. This request is valid for 120 days from date of approval, and all work must be completed within 120 days of commencement of the work.

LIABILITY: I take full responsibility and am personally liable for any damage that might occur to any property as a result of, and during the completion of, this project.

SIGNATURE: _____ **DATE:** _____

TO BE COMPLETED BY THE HOA AND ARB:

Received by HOA on: _____ Forwarded to: _____ On: _____

[] **APPROVED** [] **DENIED** By: _____ Date: _____

ARB Comments:

Mailed to Property Owner On: _____