

**AVALON AT MACLAY HOMEOWNERS ASSOCIATION**  
**EXTERIOR PAINTING CONTROL COMMITTEE GUIDELINES**

On June 27, 2017, the Avalon at Maclay Homeowners Association Board of Directors established the **Exterior Painting Control (EPC) Committee**. The Board appoints members of the Avalon at Maclay Homeowners Association to serve on the EPC Committee.

**DUTIES**

The duties of the Committee include the review of all Exterior Paint Applications submitted by homeowners for Board approval. The EPC Committee discusses and processes requests by homeowners within 15 days of receipt of application. The EPC Committee shall decide on whether to approve the proposed paint colors and forward application and their decision to the Board for final approval or resolution within 30 days of receipt of application.

**HOMEOWNER GUIDELINES**

Exterior painting includes changes to any exterior surface, whether it is the current color, original color or a new color. Paintable surfaces include exterior house walls (siding, stucco, brick), entry doors, trim, garage door, porches and/or any other paintable surface. Any of these surfaces will need an application submitted by homeowner for approval. No painting shall commence on any exterior surface without the written approval of the Board. If painting is done without the written approval of the Board, the homeowner may be required, at their expense, to have the painting redone.

Homeowners can obtain the Exterior Paint Application form with instructions from the Community Association Manager (Jeff Stokes of Stokes Association Management, website: [www.samtally.com](http://www.samtally.com) or phone: 850-544-5339). Exterior Paint Applications should include a clearly defined example of the color to be used, preferably a Manufacturer color name and number, or a color swatch sample card supplied by paint store, or color chart. The EPC Committee may request that the homeowner paint a small section of exterior surface so EPC Committee and Board can view the paint choice on location prior to their decision.

**AVALON AT MACLAY HOMEOWNERS ASSOCIATION**

**EXTERIOR PAINT APPLICATION**

**Please mail to:** Avalon at Maclay HOA  
2751 Whitmore Ct.  
Tallahassee, FL 32312

**OR Email to:** [Jeff@SAMTally.com](mailto:Jeff@SAMTally.com)

**For questions, call Jeff Stokes (850) 544-5339**

**FROM:** (Please print or type)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Description of the proposed painting project: \_\_\_\_\_

Exterior Area	Current Color	Repainting? (Yes/No)	Proposed Paint Colors	
			Same as Current? (Y/N)	Specify Paint Color Name & Number:
House Exterior				
Garage Door				
Front Door				
Shutters				
Trim	(NOTE: White Trim is standard)			
Other –				

**Please specify all proposed paint colors by Manufacturer name and number.**

- 1) I understand and agree that no work on this request shall begin until I/we have received written approval of the Exterior Paint Committee and the Board.
- 2) I understand that applications usually take no longer than 30 days (maximum) for complete review and action when sufficient documentation has been provided.
- 3) A copy of this application shall be returned to me/us after a decision by the Exterior Paint Committee and Board.
- 4) I represent and warrant that the proposed change is requested here and conform to the appropriate Architectural Guidelines, Exterior Paint Guideline/Paint Specifications and Clarifications dated October 18, 2012 and that these changes shall be made in conformity with them.
- 5) I understand and agree that work must be started within 45 days of approval and completed within 30 days of the commencement of the work.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EPC Action: \_\_\_\_\_ Board Action: \_\_\_\_\_

**EXAMPLE:**

Description of the proposed painting project: (Example) Changing color of house exterior and front door

			Proposed Paint Colors	
Exterior Area	Current Color	Repainting? (Yes/No)	Same as Current? (Y/N)	Specify Paint Color Name & Number:
House Exterior	<i>Beige</i>	<i>Yes</i>	<i>No</i>	<i>Gray Mist Sherwin-Williams, SW 0601</i>
Garage Door	<i>White</i>	<i>Yes</i>	<i>Yes</i>	<i>Arctic White Pittsburgh, PPC AW15</i>
Front Door	<i>Dark Gray</i>	<i>Yes</i>	<i>No</i>	<i>Dark Navy Blue Sherwin-Williams, SW 0010</i>
Shutters	<i>Dark Gray</i>	<i>No</i>		
Trim	<b>(NOTE: White Trim is standard)</b>	<i>Yes</i>	<i>Yes</i>	<i>Arctic White Pittsburgh, PPC AW15</i>
Other - Brick	<i>Red brick</i>	<i>Yes</i>	<i>No</i>	<i>Gray Mist Sherwin-Williams, SW 0601</i>