

OBSERVATION POINTE HOMEOWNERS' ASSOCIATION, INC.

Architectural Control Committee

EXTERIOR MODIFICATION APPLICATION

Please submit this *Exterior Modification Application* to the ACC whenever you plan to change the color, appearance, materials or style of the exterior of your house or lot. ACC approval must be obtained before work begins. Examples of such changes include, but are not limited to:

- Painting (a different color)
- Replacing or changing siding, front doors, garage doors, windows, shingles, fencing or other exterior materials
- Replacing a mailbox (no ACC application required if using any of the 3 approved mailbox styles on our website)
- Any addition or construction including decks, storage units or other modifications, even if they are not visible from the street
- Modifying driveways or walkways
- Adding solar panels
- Adding gutters (no ACC application required for white seamless gutters)
- Major landscaping

The \$200 application fee required in Section 15.1 of the Observation Pointe Covenants and Restrictions is waived for projects reasonably expected to cost \$5,000 or less as per the resolution passed by the HOA Board on May 31, 2016.

Please mail or email to:

Observation Pointe Homeowners' Association, Inc.
c/o Association Management Support and Services, Inc.
P.O. Box 3621
Tallahassee, FL 32315
observationpointehoa@gmail.com

To be Completed by Applicant:

Name: _____

Property Address: _____

Contact Phone #: _____ Email: _____

Please check if your request is regarding one of the following:

Change in paint color, please indicate which of the ACC approved paint colors is to be used.
_____ Color

Roof replacement/repair using same shingles. If not same, please indicate type/color of shingles.
_____ Shingles

Fence repair using the same materials and height of existing fences with a shadowbox layout.

If your request is regarding something other than paint, roof, fencing, mailbox or gutters, please give more

detail including type and color of materials to be used and location on the property where modification(s) are to be made. _____

Draw a simple sketch in the space below and/or include clipping(s), picture(s) or house plans: Please limit attachment(s) to 8 ½ x 11.

Acknowledgment of Applicant

1. I understand that it is my responsibility to comply with all applicable Building and Zoning Codes and that approval of this application by the Architectural Control Committee shall NOT be construed as a waiver of any such restrictions.

2. I understand and agree that no work described on this request shall commence until written approval of the Architectural Control Committee is received.

3. a. I understand that minor change applications (under \$5,000) usually take no longer than 7 calendar days for complete review and action once sufficient documentation has been received.

b. I understand that major change applications usually take no longer than 15 calendar days for complete review and action once sufficient documentation has been received unless outside consultation is required.

4. I understand a copy of this application along with the Committee's findings shall be returned to me after action by the Architectural Control Committee.

5. I represent and warrant that the proposed modifications requested herein conform to the appropriate architectural guidelines as described in the Observation Pointe Covenants.

6. I understand and agree that if approved, the modification requested shall be completed in good and workmanlike fashion within eight (8) months after the commencement of construction as required by Subsection 15.2 of the covenants.

Homeowner

Date

Homeowner

Date

ARCHITECTURAL CONTROL COMMITTEE FINDINGS:

Name: _____

Property Address: _____

Your application for _____ is APPROVED as submitted. The original of this application will be retained for the permanent records of the Committee and a copy is being returned to the applicant. All modification(s) must be completed in accordance with the approved plans. Any change or deviation from these plans must receive Committee approval. Please be advised that signs erected by special contractors (siding or landscaping companies, for example) or signs that are of a marketing nature are **NOT** allowed and will be removed by the association.

Your application for _____ is SUBJECT TO completion of items noted below or on the attached document. Required items or changes must be submitted to the Committee by the due date indicated. Should the requirements not be satisfied by the deadline set by the Committee, the application will be closed and you will be required to submit a new application and the corresponding fee if applicable. The project must receive approval before work starts.

Due Date: _____

Your application for _____ is DENIED for the following reasons: _____

You may request an additional review of the project. The purpose of this second review is to discuss specific objections and any mitigating circumstances that may justify a change in the Committee's decision. If the Committee confirms its previous decision, you may appeal the Committee's decision to the full Homeowners Board. The request for review or a new proposal must be submitted within 30 days of the date below or the application will be closed. Once closed, you will be required to submit a new application and corresponding fee if applicable.

Aaron Chern, Chairperson
Architectural Control Committee

Date