

Office Use Only: Date: \_\_\_\_\_  
Approved  Disapproved   
Chairman, SMHA ARC Committee: \_\_\_\_\_

MOD-ARC

Revised: 5/9/2024

Please read the instructions on the back before completing this application.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Sub-Association: \_\_\_\_\_  
(Ex. Briarwood, Fieldstone, Legends)

Email Address: \_\_\_\_\_

Proposed Modification:

(Ex. Adding screened enclosure, painting, roofing, etc.)

1. Will you require a dumpster or portable storage container at your property?  YES  NO

2. House located on lake?  YES  NO      3. House located on Golf Course?  YES  NO

4. Is the house a single family or duplex? \_\_\_\_\_

5. Include attachments and documentation as required to support your request. All exterior additions to a property (such as: fences, paving, any structure, generators, concrete expansions, etc.) require a Site Plan or annotated Lot Survey/ Drawing. Check the ones you included:

Site Plan  Lot Survey  Photos  Blueprint or Plan  Sketch, drawing, or annotated Lot Survey

Roof color & style sample  Paint Chips (if required)  \_\_\_\_\_

6. For Exterior Painting: Write in an approved color for each house section or include Paint Chips if you live in a Sub-association with their own approved colors. See reverse side for descriptions and detailed instructions. All selections below must be filled in. If one of the items is not being painted, you must state that and describe the current color, include a sample or chip.

Body \_\_\_\_\_ Trim \_\_\_\_\_ Front Door \_\_\_\_\_ Garage Door \_\_\_\_\_

Soffit \_\_\_\_\_ Fascia \_\_\_\_\_ Accent \_\_\_\_\_ Gutters \_\_\_\_\_

Downspouts \_\_\_\_\_

Fencing \_\_\_\_\_ Type \_\_\_\_\_ Color \_\_\_\_\_ Stain \_\_\_\_\_

“By my signature below, I acknowledge that I have voluntarily provided the information on this form, and it will become part of the public records of Suntree Master Homeowners Association, Inc.”

Applicant hereby gives SMHA ARC permission to go onto the above-described property until such time as project is inspected.

\_\_\_\_\_  
Owner's Signature

Fees:  
\$30.00 ARC Application  
\$130.00 ARC Application if project started without ARC Approval  
\$20. 00 Revision of original application

Fees Apply to ALL projects except roof replacement same color /style or exterior painting same color.

FEES ARE NOT REFUNDABLE. Call office upon completion of work to schedule inspection.

Approved  Disapproved  Date: \_\_\_\_\_

Local HOA Board: \_\_\_\_\_

**\*Please Note that ARC Application needs final approval by SMHA ARC Committee**

To avoid delay in presenting your application/ request to the ARC committee for review:

- ❖ Your request must have attached a survey and/or drawing of the proposed changes, a brochure of the of the blinds, solar panels of other item-anything that will help the committee to see clearly what your proposed change will be.
- ❖ If you live in a sub-association within Suntree, your request must first be reviewed and signed by a member of that associations' Board of Directors, then submitted to Suntree Master Homeowners Assoc. ARC for approval.
- ❖ Docks must have final approval by the SMHA Board of Directors (the ARC chairman is a member of the Board of Directors and will take your request to the board meeting).
- ❖ Painting or repainting of a home-requires an ARC request, delivered to the SMHA Admin Office with a selection of colors for each portion of the home (body, trim, accent, front door, and garage door) from the approved colors that are available for view online, at the SMHA Admin Office, or the Viera Sherwin Williams Paint Store. The color for each portion of the home should be obvious on the request. If the home is in a sub-association the color scheme will still require their approval unless that specific sub-association has provided board resolution accepting that scheme for use in their community. Alternatively, homes in a sub-association may choose from one of the approved sub-association schemes that the sub-association has within its records and must submit chips for each color item. All repaints must be approved from the approved colors with the following exception: an Owner may submit to repaint their home its existing color by providing a complete ARC request with an accompanying paint sample chip for each paint section. The request will require a unanimous approval from the ARC to be considered approved.
- ❖ Paint section descriptions:
  - ❖ Body is typically the largest area of exterior wall surface on each side of home. Owner may select any approved body or trim color.
  - ❖ Trim is typically the window bands, windowsills, other areas within the “body” of architectural distinction. Owner may select any approved body or trim color, other than the color chosen for the Body.
  - ❖ Accent, architectural attachments to the body (decorative shutters). Owner may select any approved trim color, black, or white.
  - ❖ Front door: Owner may select any approved door color, white, stained wood, or any approved trim color.
  - ❖ Other exterior swing doors: Owner may select white, or the same approved color selected for the Body or Trim.
  - ❖ Soffit and Fascia: Owner may select white, bronze, tan, brown, black, or the chosen approved trim color.
  - ❖ Gutters: White, bronze, or the chosen Soffit/Fascia color.
  - ❖ Down spouts: Owner may select white, bronze, or the chosen approved body color.
  - ❖ Garage door: Owner may select white, black, or approved body/trim color, or stained wood finish.
- ❖ Application must be received no later than 5 business days prior to the ARC meeting so that it can be included on the agenda. The ARC meetings are generally held the second and fourth Wednesday of each month.
- ❖ Please submit an application fee (CHECK ONLY) for all Modification (excluding roof same color / style or exterior painting same color)
- ❖ The following items do not require submittal: (1) Gutters/ Down spouts (2) Flowers (3) Foliage/ Bushes (hedges must be submitted)(4) Planting of new trees (5) exterior lighting (carriage, security, landscaping lights) (6) Lawn furniture/ lawn ornaments (7) Basketball goals (non-permanent) (8) Curbing (bordering materials generally used in landscaping) (9) Tiling (existing screened porch, patio or covered entranceways) (10) Non reflective solar film on the interior of windows