

**Sabal Point Property Owners Association**  
**P.O. Box 915365**  
**Longwood, FL 32791**

**Architectural Review Committee Purpose and Operating Procedures**

The Architectural Review Committee (the ARC) is established by the Articles of Incorporation, the Declaration of Covenants, Conditions and Restrictions, and the Bylaws of the Sabal Point Property Owners Association (the Governing Documents).

The dual purposes of the Architectural Review Committee are to:

- Ensure that changes to individual properties are consistent with and maintain the value and desirability of the overall community.
- Give individual Homeowners an approved process for making improvements to the exterior of their property.

General standards for improvements to individual properties can be found in the Declaration of Covenants, Conditions, and Restrictions and the Residential Planning Criteria. These documents can be found online on the Association's website or can be obtained in printed form from one of the Directors.

Approval of the Architectural Review Committee is needed whenever a change is made to the exterior of any structure on the property or when substantial changes are made to the landscaping of the property.

Approval is **not** needed if the proposed modification does not materially change the appearance of the property. Examples would include painting the house the same general color, replacing roof shingles with a similar color, or repairs which do not involve changes to the original design.

**Operating Procedures and Workflow**

- The Homeowner who desires to make a change will complete the attached form and submit it to the ARC. Submission can be in person to one of the Directors, by mail to the address at the top of this form, or via email to the ARC Chair as shown on the Association website. Be sure to include all of the information noted on the form and any other information you feel would be helpful to the ARC.
- The ARC will review the form and notify the Homeowner if any additional information is required.
- The ARC, as a part of its review and approval process, may request approval of the Homeowner's neighbors if it feels that the proposed modification will have an impact on the neighbor's property or their use of and enjoyment of their property.
- Once the ARC has all of the necessary information, it will review the application and either approve it, deny it, or approve it with required changes.
- The ARC will notify the Homeowner in writing of its decision.
- The Homeowner has the right to appeal a decision of the ARC to the full Committee of Directors.
- ARC approval is contingent upon the Homeowner meeting all Seminole County zoning requirements and obtaining all necessary permits. ARC review and approval does not take the place of compliance with Seminole County zoning restrictions or permitting requirements.

The SPPOA Committee of Directors has the right to require removal of any improvement done without obtaining prior ARC approval. The request to remove must be made within 30 days of the start of any project.

## Application to the Architectural Review Committee

This request form is to be completed by the homeowner and submitted to the Architectural Review Committee (ARC) before any work commences. Please refer to your Governing Documents for additional information on requirements for modifications or improvements.

**Please allow thirty (30) days from the time we receive your submission for the results of this review.**

**This section to be completed by Homeowner. Please Print.**

Date of Request: \_\_\_\_\_

Owner/Property Information:

Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

**Homeowner's Signature:** \_\_\_\_\_

**Description of Proposed Changes/Additions: (please check one)**

Fencing  Swimming Pool  Addition  Landscaping  Driveway  Other (describe below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach a copy of a plot plan or survey showing where the addition such as a fence, porch, etc. is to be located. All materials, dimensions and finishes must be described in detail and color samples must be attached for any paint or other finishes. All requests must conform to the local zoning and building regulations and you must obtain all necessary permits if your request is approved by the Architectural Review Committee.

**Neighbor's Signatures (if required by the ARC, ARC will provide addresses)**

\_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_ Address \_\_\_\_\_

Please Mail To: Sabal Point Property Owners Association  
P.O. Box 915365  
Longwood, FL 32791

**This section to be completed by Architectural Review Committee.**

- Denied
- Approved as Submitted
- Approved with Required Changes (see notes below or on attached plans, drawings or survey)

Review Notes/Comments:

---

---

---

All approvals are subject to the following:

- A. Property owner must obtain any necessary permits.
- B. Property owner must accept liability for damage to common areas or other property.
- C. Property owner must accept liability for encroachment on or damage to any easements.
- D. All work must be commenced within 90 days of the date of this signed approval.
- E. Owner must continue to maintain property during construction.

\_\_\_\_\_  
Architectural Review Committee Signature/Date  
Signature/Date

\_\_\_\_\_  
Architectural Review Committee

\_\_\_\_\_  
Architectural Review Committee Signature/Date  
Signature/Date

\_\_\_\_\_  
Architectural Review Committee