



TWIN RIVERS HOMEOWNERS ASSOCIATION
C/O SENTRY MANAGEMENT INC. (SMI)
2180 West State Road 434, Suite 5000
Longwood, Florida 32779

ARC No. _____

REQUEST FOR APPROVAL FOR ARCHITECTURAL MODIFICATION

PLEASE SUBMIT REQUEST TO: arc@twinrivershoa.com

INSTRUCTIONS: In order to process this application, please provide the following items by Email, to the email address listed above, prior to the scheduled commencement of any work.

- 1. This completed application; and
2. A description and specification of the proposed modification sufficient to allow the HOA to determine compliance with applicable covenants, rules, and standards pertaining to the appearance of the HOA Member's home and property.

To: Board of Directors and/or Architectural Review Board

From: Owner(s)

Name _____ Signature _____

Property Address: _____

Phone: _____ Email: _____

I/We hereby request to make the following modification, alteration or addition as described below -Check all that Apply:

- Painting, Roof, Doors & Windows, Other, Landscape, Driveway, Solar, Irrigation, Pool, Screen Enclosures, Fence & Gate, Pavers, Gutters, Patio /Deck, House Addition, Trees new or removal, Shed, Shrubs/ground scape, Play gym/Pergola

Description (Attach additional pages if necessary):

Contractor Information: (If being done by the Owner, please indicate: BY OWNER (Leave this blank – Sign as Owner)

Company Name: _____

Company Address: _____

Contact person _____

Phone: _____ Email: _____



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By submitting this Application, Applicant's agree to the following terms and conditions:

1. The Covenants (also known as Deed Restrictions) applicable to your property provide "[t]he Board shall have the right to refuse to approve any proposed plans or specifications which, in its sole Discretion are not suitable or desirable. Any and all approvals or disapprovals of the Board shall be in writing and shall be sent to the Board and the respective Lot Owner or Unit Owner, as applicable. In the event the Board fails to approve or to disapprove in writing any proposed plans and specifications within thirty (30) days after submissions to the Board of such plans and specifications and any and all other reasonably requested information and materials related thereto, then said plans and specifications shall be deemed to have been approved by the Board and the appropriate written approval delivered forthwith."
2. The HOA Board of Directors has delegated to the Architectural Review Committee ("ARC") substantial authority to approve or disapprove Applications for modifications to HOA Member's property. The ARC will attempt to act on your Application as quickly as possible considering all ARC Members are volunteers and the ARC typically processes 20 to 40 applications per month on average.
3. Applicant and Applicant's contractors are responsible for ensuring modifications to Applicant's property are done in a safe and workmanlike manner and in accordance with all state, county, and local ordinances, regulations, and laws.
4. The Covenants (also known as Deed Restrictions) you agreed to in purchasing your property provide "the [HOA] shall evaluate all plans and specifications utilizing standards of the highest level as to the aesthetics, materials and workmanship and as to suitability and harmony of location, structures, and external design in relation to surrounding topography, structures and landscaping. The Board shall not be responsible for reviewing, nor shall its approval of design from the standpoint of structural safety or conformance with building codes." The HOA's review process is intended to be consistent with those provisions of the Covenants.
5. All additions and changes to external structures and landscaping on any Lot must be pre-approved and completed in accordance with the plans and specifications and timetable submitted by the Applicant and approved by the Board, and in compliance with the HOA's Rules and Regulations.
6. The HOA assumes no liability for injury or other damages to any person, company, or property that may result directly or indirectly from the HOA Member's property modification. The Applicant shall indemnify the HOA against any claims from third parties pertaining to the Applicant's improvement.
7. Applicant agrees to abide with the Association's authorized days and approved hours for construction and modification as listed on the HOA's Rules and Regulations, which require that noise resulting from construction work, installation work, repair work, and other types of professional services may only occur:
 - a. from 8:00 am to 7:00 pm, Monday thru Saturday;
 - b. at such other time(s) as approved by the Board; or
 - c. at such other times as are necessary to deal with an emergency.
8. Applicant agrees either to not impact adjacent property or proceed in accordance with a written agreement to access adjacent property in the course of completing the modification.



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- 9. Applicant agrees to abide by any reasonable Board/ARC requests impacting safety of a site visit, such as a requirement to use face masks due to ongoing pandemic health issues.

Signature of Owner(s) _____ Date: _____

For Board of Directors and/or Architectural Review Committee Use Only:

Date Application Received: _____ Date of Disposition: _____

Approval Granted: Approval Denied:

Subject to additional terms or requirements as noted below and / or attached (Check if Applicable)

Explanation/Description of ARC Approval:

Board of Directors or ARC Chairman

Signature _____ Date _____