

OAK HAMMOCK PRESERVE COMMUNITY

ACC/ARC Request Form

Artemis Lifestyles

1631 E. Vine Street, Suite 300, Kissimmee, Fl. 34744

P: 407-705-2190

Email complete application to: arb@artemislifestyles.com

This is a request form to be completed and submitted to the Architectural Review Committee for approval **BEFORE** any work commences. Please be advised, reviews may take up to 30 days for processing from the date a complete application is submitted. Please refer to the Declaration and Architectural Guidelines for additional information.

If the application package is received incomplete it will automatically be **denied**, delaying the approval or if the project is done

before approval then violation notice is issued.

Name of Owner(s):		Date:
Street Address:		
Lot #	Email:	Phone number:

Approval is hereby requested for the following modification(s), addition(s) and/or alterations as described below and on attached pages: (Check applicable box and/or describe below):

<input type="checkbox"/> Additions	<input type="checkbox"/> Hurricane Shutters	<input type="checkbox"/> Back Screen Enclosure	<input type="checkbox"/> Pool/Spa
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Roof Replacement	<input type="checkbox"/> Patio/Pavers	<input type="checkbox"/> Satellite Dish
<input type="checkbox"/> Doors New	<input type="checkbox"/> Wall/Fence	<input type="checkbox"/> Walkway	<input type="checkbox"/> Exterior Paint (Select
<input type="checkbox"/> Generator/Gas Tank	<input type="checkbox"/> Yard Art	<input type="checkbox"/> Driveway Reseal	From Approved Colors located
<input type="checkbox"/> Solar Collectors (Fans/Tubes)			on the community website.)

Additional Information: _____

- Location: Attach a copy of the plot plan/survey showing where the addition is located relative to the home and the property lines. **Plot plan/survey should be included in your closing documents.** If not a copy can be obtained from the county property appraisers office or you can hire a third party company and purchase one from them.
- Specs: Attach copies of plans from any contractor or vendor providing service. Including color samples, photos, dimensions etc.
- You are responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s).
- Access to the area of construction is only allowed through your property, and you are responsible for any damages. If access is needed on neighboring properties, please check with your neighbors before commencing any work.

Owner's Signature:

Please contact HOA upon completion for final inspection or send an email with pictures to angela@onesmsolutions.com

Date ARC Rec'd: _____ Admin Int.: _____ Delivered to ARC Committee: _____

Approved

Denied

Date of Approval/Denial: _____ Signed: _____

Your Approval is subject to the following attached Addendum(s) _____



Oak Hammock Preserve Community Owners Association

Architectural Modification Request Application Submittal Assistance

1. Approval must be provided by the Architectural Review Committee before any work commences.
2. Reviews may take up to 30 days for processing from the date a complete application is received by email.
3. Please refer to Governing Documents and Design Guidelines for additional information.
4. Please ensure all required documents are scan and submitted with the application, including the following:
 - Signed and dated application
 - Property Survey (please highlight where the project will be installed and dimensions),
 - Proposal from vendor if applicable
 - Pictures of the product being installed or manufacturer's literature, Approved Color Scheme (if painting).
 - On the email subject line, please add your community's name and property address.
Example: Oak Hammock Preserve Community – Property Address
5. Please check off and initial beside each box that is above your signature on the application. This is intended as a partial checklist. When application is ready for submission, please scan and submit to the following email address: angela@onesmsolutions.com
6. Please send pictures, samples, dimensions on the survey, attached copies of plans from the contractor or vendor, details of the project which you are applying for.
7. Projects will not begin until written approval is granted.
8. The homeowner is responsible for obtaining all building permits from the county if applicable.
9. Once application is approved, you have 90 days to finalize the project.
10. Any changes must be submitted in writing to angela@onesmsolutions.com, which will be forward to the Review Committee for review.
11. It is extremely important that all required documents are submitted with the application, if the application is incomplete, it will be automatically denied.
12. The Review Committee are volunteers; therefore, we want to make sure their time is used efficiently.

All exterior modification needs approval from the HOA, this information can be found on your community portal at www.oakhammockhoa.com. On your community portal, you can download documents, view bylaws, pay assessments, setup auto pay and much more. We also include frequent email announcements to the entire membership, describing what is going on in the community, as well as local and state levels.



Oak Hammock Preserve Community Owners Association

Landscape Alterations:

- For adding or removing plants, shrubs, and trees, you will need to submit an ACC application form.
- If it is in an existing plant bed, photos need to be attached marked with the location of the new landscaping or the landscaping that will be removed.
- If you are adding a new plant bed, extending existing plant beds, or planting trees, we will need a current survey marked with the location of the beds and trees.
- We also need a proposal from the landscape company doing the work with the type, size and number of the plants, shrubs, or trees to be planted.

Home or Yard Decorations:

- For statuary or wall art, you will need to submit an ACC application form.
- You will need to supply us with a photo of the statuary or wall art, along with the location.

House Painting:

- If you would like to paint your house the same colors or change your exterior colors, you will need to submit an ACC application form.
- Please attach photos of your home, your immediate neighbor's homes to your left and right to make sure the colors are not the same.
 - Need the exterior paint colors and codes for the following locations.
 - Body of the House:
 - Garage Door:
 - Trim:
 - Front Door:
 - Shutters:
- If you are painting your house the same colors, please add to the application the color scheme you wish to use. The color scheme can be found on the community portal.
- If you are changing your exterior colors, you can choose from our approved exterior paint packages or supply us with paint swatches marked with the location for each color for review. Again, the color scheme can be found on the community portal.



Oak Hammock Preserve Community Owners Association

Screen Enclosures, Screen Lanai, Screen Front or Side Entry:

- You will need to submit an ACC application form.
- For a screen enclosure, we will need a survey marked with the location, along with a drawing with detailed specifications from the vendor.
- For a screen lanai, screen front or side entry, we do not need a survey, but we will need a drawing with detailed specifications.

Solar Tubes & Solar Panels:

- You will need to submit an ACC application form.
- We will need a proposal from the vendor with specifications, along with an aerial view of your house marked with the location.

Pool & Spa:

- You will need to submit an ACC application form.
- We will need a drawing with detailed specifications, along with a survey marked with the location.

Install Pavers:

- You will need to submit an ACC application form.
- We will need a photo of the pavers, a proposal from the vendor installing them and a survey marked with the location.

Fence:

- You will need to submit an ACC application form.
- Proposal/ contract from the company that will be doing the work along with a drawing with detailed specifications.
- A survey is required marked with the location and photo of the fence.
- If you back up to a pond or conservation area, the fence must be 5 feet forward from the back property line.
- If the back of the home faces the alley, this is where they need to have the 5-foot easement.


Roof:

- You will need to submit an ACC application form.
- Proposal/ contract from the company that will be doing the work along with a drawing with detailed specifications.
- Please provide the colors and type of the shingles being placed.
- Please have vendor provide roofing permit from Osceola County.

OAK HAMMOCK EXTERIOR HOME COLOR PALETTE

Walls/Garage Door*			Trim/Garage Door*			Front Door Options*		
Code	Name		Code	Name		Code	Name	
	SW7030	Anew Grey		SW7008	Alabaster		SW7604	Smoky Blue
							SW7593	Rustic Red
							SW7032	Warm Stone
	SW7601	Dockside Blue		SW7004	Snowbound		SW6373	Harvester
							SW7533	Khaki Shade
							SW7004	Snowbound
	SW7687	August Moon		SW7008	Alabaster		SW6229	Tempe Star
							SW7039	Virtual Taupe
							SW6162	Ancient Marble
	SW6164	Svelte Sage		SW7005	Pure White		SW7710	Brandywine
							SW7046	Anonymous
							SW7526	Maison Blanche
	SW6169	Sedate Grey		SW77008	Alabaster		SW7513	Sanderling
							SW7622	Homburg Gray
							SW7571	Casa Blanca
	SW6155	Rice Grain		SW7005	Pure White		SW6479	Drizzle
							SW6179	Artichoke
							SW6137	Burlap
	SW7072	Online		SW7004	Snowbound		SW6214	Underseas
							SW7583	Wild Current
							SW0056	Classic Sand
	SW7708	Rustic Adobe		SW7008	Alabaster		SW6187	Rosemary
							SW7522	Meadowlark
							SW7531	Canvas Tan
	SW7571	Casa Blanca		SW7005	Pure White		SW6116	Tatami Tan
							SW7734	Olive Grove
							SW7690	Townhall Tan






Walls/Garage Door*

Code	Name
 SW6358	Creamery
 SW6101	Sands of Time
 SW6178	Clary Sage
 SW7036	Accessible Beige

Trim/Garage Door*

Code	Name
 SW7008	Alabaster
 SW7005	Pure White
 SW7008	Alabaster
 SW7008	Alabaster

Front Door Options

Code	Name
 SW6221	Moody Blue
 SW7701	Cavern Clay
 SW7008	Alabaster
 SW6083	Sable
 SW6264	Midnight
 SW7005	Pure White
 SW7550	Resort Tan
 SW7580	Carnelian
 SW6148	Wool Skein
 SW6192	Coastal Plain
 SW7545	Pier
 SW7507	Stone Lion

* Garage Doors may be either the color of the wall or the trim.

* Please note that colors shown on this document are approximate and will vary depending on the monitor and printer. To view the exact colors please consult the Sherwin Williams color palette at your nearest dealer.