

TPS

Association Management Services

4327 S Hwy 27 # 415 Clermont, FL 34711

****Submit ARC Requests via your Homeowner Portal
or to compliance@tpsams.com**

General ARC Application

COMMUNITY NAME: _____
PROPERTY ADDRESS: _____
OWNER NAME: _____ OWNER EMAIL: _____
GENERAL PROJECT DESCRIPTION: _____

Items that need to be included with your application:

- ☐ **Exterior Paint:** Requires homeowner signature on paint color change form. Please login into your online account to check if there is an approved color chart for your community. Please note that if you are repainting your home in the existing colors you must still complete this application.
- ☐ **Fence: Requires a copy of your plot plan/ survey** indicating the location of the fence on your property. A picture of the style of fence listing dimension and materials must be provided. Requires signature on fence requirements form.
- ☐ **Landscaping Removals, Replacements & Enhancements: Requires a copy of your landscape plan and property survey**, showing the location of the items that are being removed, replaced, or added, together with tree type, plant types, sod type, etc.
- ☐ **Construction Project:** (For example, extensions, shed. Re-roofing, patio areas, etc.) **Require a copy of your property survey showing location and dimensions.** A detailed drawing of construction and details of materials/finishes being used. Any further information can be found in your regulations and documents in your online account.

By Signing below, we agree to the following stipulations:

1. This Application will forward it to the Association Board for consideration
2. No work is to begin until approval is given by the Association.
3. All work will be done within 30 days of approval unless another timeframe is requested and approved on the application.
4. Worksite will be kept in a neat orderly manner to prevent impact to community and neighbors
4. The property owner will assume all liability and will be responsible for all damage to other lots and/or common area or injury which may result from the performance of this work.
5. Property owner will be responsible for the conduct of all persons, agents, contractors, subcontractors, and employees who are connected with this work.
6. Property Owner is responsible for complying with and will comply with all applicable federal, state, and local laws, codes, regulations and requirements in connection with this work and will obtain any permits as may be required by the city, county or state.
7. Approval by the city county or state does not mean that the association approval is not required
8. Approval by the Association does not mean that additional permits may be required by the city, county or state
9. Decisions by the Association may take up to 30 business days, the property Owner will be notified when the decision is reached

Owner Signature: _____ Date: _____

****Submit ARC Requests via your Homeowner Portal**