

# **Sand Lake Point Homeowners Association, Inc.**

## **Review Request to the Architectural Control Committee**

This request form is to be completed by the homeowner and submitted to Leland Management for review by the Architectural Control Committee which meets on the second Monday of each month and you are welcome to attend. The request must be approved by the Committee **before** any work commences. Please refer to the Architectural Rules and Regulations at the community website: [www.sandlakepoint.org](http://www.sandlakepoint.org) for a detailed description of the requirements.

***This section to be completed by the homeowner in its entirety.***

Date request was mailed to Leland Management \_\_\_\_\_

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

Mailing Address (if different from property address) \_\_\_\_\_

Telephone Numbers: Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Office: \_\_\_\_\_

Planned Start Date: \_\_\_\_\_ Planned Completion Date: \_\_\_\_\_ Email: \_\_\_\_\_

**Description of proposed change:** (i.e. new roof, install fence, exterior painting, new pool screen enclosure etc.) **Describe and attach a copy of your plot plan showing exactly where the requested changes are located with dimensions.**

Specifications: (describe the following and attach copies of plans, drawings, photographs, etc.)

Color(s): \_\_\_\_\_ Dimension(s) \_\_\_\_\_

Material(s): \_\_\_\_\_

**Homeowner SIGNATURE (required)** \_\_\_\_\_

**Important:** Attach additional pages with further detailed descriptions, explanations, diagrams with measurements (required).

**Exterior Paint Request:** Refer to Sand Lake Point Color Palette Guidelines at [www.sandlakepoint.org](http://www.sandlakepoint.org). Describe and attach a copy of each color sample. **Use color name and code found in the Color Palette Brochure.**

House Body Color \_\_\_\_\_ Trim Color \_\_\_\_\_ Accent Color \_\_\_\_\_

Garage Door Color \_\_\_\_\_ (Select either body or trim color)

Front Door Color \_\_\_\_\_ **Homeowner SIGNATURE (required)** \_\_\_\_\_

**Note:** ACC approval does not relieve you from obtaining any and all permits that may be necessary from Orange County Building Department, South Florida Water Management District and any other department or governmental agencies that may have jurisdiction in this matter. All requests must conform to applicable Zoning and Building regulations and all permits must be obtained for this request to be considered approved. If permits are not obtained at the time of Review, approval may be granted subject to permitting

*All approved projects must be started within sixty (60) days from date of approval. Failure to commence within 60 days will void prior approval and will require resubmission of project for consideration.*

**Mail completed form and attachments to:** Sand Lake Point HOA. c/o Leland Management, 6972 Lake Gloria Blvd, Orlando, FL 32809. Questions: **Email** [arb@lelandmanagement.com](mailto:arb@lelandmanagement.com) or call **ARB Department at 407-447-9955**. If the homeowner does not provide all requested information the request will be considered incomplete and will be disapproved.

**For Completion by the Architectural Control Committee**

Request was received on: Date: \_\_\_\_\_ Complete \_\_\_\_\_ Incomplete \_\_\_\_\_

Committee's Decision: Date: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Signed for the Committee by: \_\_\_\_\_

Committee Comments: \_\_\_\_\_

Board of Director's Decision: Date: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_