



## **Master Maintenance Association Information Package for Architectural Review**

### **What needs to be approved?**

The Master and Sub-Associations Covenants for Orange Tree **require approval** for any and all phases of exterior modifications to lots and/or living units within the community - including, but not limited to, air conditioners, patios, mailboxes, awnings, painting, roofing, paving, landscaping (including tree removals and replacements, front and back yards), fencing, screen enclosures, swimming pools, spas, satellite dishes, solar panels, play equipment, additions to and deletions from the existing structure, new builds and other such projects.

The Architectural Review does not take the place of Orange County, Florida permitting requirements (refer to <https://www.orangecountyfl.net/> for Orange County Florida Permits and Licenses), and may, in some instances, impose stricter requirements, as outlined in the Covenants and Architectural Guidelines of each sub-association and the Orange Tree Master Association (posted at <http://orangetreecommunity.com/members/>).

**Contact the Orange Tree Management Office by phone at (407) 351-8747 or drop by the office at 7201 Woodgreen Drive for more information.**

### **Why is approval required?**

One of the responsibilities of the Association is the enhancement of property through preservation of the Architectural integrity and overall attractive appearance of the community. The sub-association Architectural Control Boards (ACBs) and the Master Architectural Control Committee (ACC) have been established to maintain this standard. The Covenants and Architectural Guidelines criteria are not intended to stifle imagination or creativity, but to ensure these requirements are being met which in turn serves to preserve and enhance property values in Orange Tree.

### **What is the process and how long does it take? (See the diagram in Figure 1)**

Your association documents provide detailed requirements for architectural changes, the process, forms and a handy checklist. Refer to the details of your sub-association architectural guideline requirements and the request form, both of which are located at <http://orangetreecommunity.com/members/> under Association Documents. Make certain that the request form is detailed and complete; Use the checklist provided to pull together any and all documents that define your request. ONLY complete packages received by the office via drop-off or email are forwarded to the Architectural Control Board (ACB) of your sub-association. Review and approval are required by the ACB, followed by the Architectural Control Committee (ACC) of the Master Association (OTMMA). The combined reviews and approvals by the ACB and ACC typically take up to a total of 30 days, unless further information is requested from the homeowner.

### **Who serves on the review committees and when are the meetings?**

A group of volunteer fellow homeowners who generally meet once or more each month review your application. Emails for meetings are sent out at least 48 hours in advance of the meeting. Meetings may be in-person or electronic meeting; attendance is not required for approval.

### **When must I submit an approval request and what should be included?**

Requests should be received in the Management Office no later than the day prior to the next ACB's meeting, in order to be considered. Contact the office for the next meeting date. Only complete packages are accepted for review. Incomplete packages where details are missing (see form checklist) will be returned for more complete information. Your request should describe in detail the work to be done, specify the types of materials to be used, include samples of colors and materials (or brochures) when possible, plans, if necessary, an estimated time of completion, and the required information from your contractor (refer to the form checklist). A copy of your unit's lot survey must also accompany all fencing, construction, landscaping, or exterior alteration requests. Remember, the more information you can provide to the ACB and the ACC members, the easier it will be for them to review your request. A copy of your approval or denial is placed in your homeowner file in the Association's records.

### **When can I begin work?**

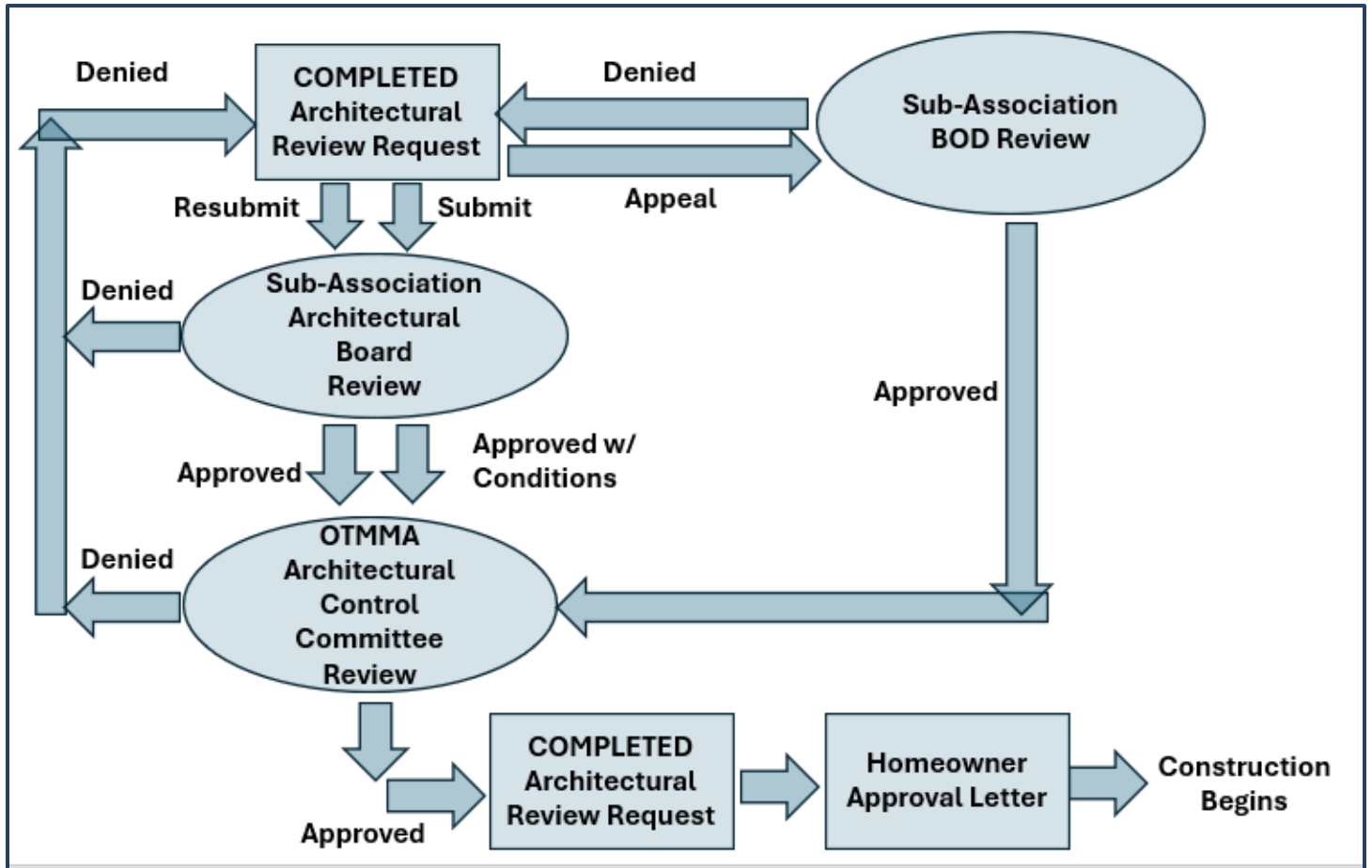
Work on your project cannot begin until you receive written approval from the Orange Tree Management Office, and post Orange County work permits (where required). A construction damage deposit may be required for certain projects, prior to commencement.

### **What if I'm denied or asked for more information?**

You may be asked to provide more information, or you may receive a denial. If your request was denied, the ACB, or approved with conditions, you may appeal directly to your Sub-Association Board of Directors with a written request for review at their next monthly meeting. If your request was denied by the ARB or ACC, you can submit a written appeal directly to the Master to review at their next monthly meeting.

**Figure 1 - Architectural Request Procedure**

NOTE: THE APPROVAL PROCESS CAN TAKE UP TO 30 DAYS, BUT LESS COMPLEX REQUESTS OFTEN TAKE LESS TIME. INTERRUPTIONS CAN RESULT IF ADDITIONAL INFORMATION IS REQUIRED.





## Architectural Review Request Form Checklist

The Architectural Control Board (ACB) currently reviews requests via group email prior to the meetings. The (up to) 30-day review and approval period begins once the completed request has been received by the office. Please use the information below to help ensure your submission is complete. Your request will be reviewed by your sub-association Architectural Control Board (ACB), and once approved, by the Orange Tree Master Architectural Control Committee (ACC). The office will contact you in writing once approved. During the process, you will be contacted should any questions arise – so the process can continue to move forward.

A complete request must include items marked with \*, and strongly recommended for items marked with \*\*:

Change Requested	Plot Survey	Mfg., Model #, Name	Sample, Drawing, Brochure	Material, Color, or Style	Comments
Additions or any structural / elevation changes	*		*	*	Architectural rendering preferred
Doors Front or Garage		**	*	*	
Driveway, Walkways Pavers or Stain		**	*	*	
Landscape Changes (removals and new)	*	*	**		Include plant names
Lighting/Outside Light Fixtures	*		*	*	Note location
Painting (new & to remain)		*	*	*	Exterior
Patios, Summer Kitchens	*		*		
Roofing		*	*	*	
Satellite dish	*		**		Notification form req'd if >2' above roofline
Screened patio/Pool enclosure	*		**	*	
Skylights or Solar Tubes		*	*		
Solar Panels	*	*			Note location
Windows, Awning		*	*	*	
<b><u>Contractor Name and Information, Business License, Permit, Workmans' Compensation, Liability Insurance</u></b>					<b><u>Required for ALL Orange County Permitted Work</u></b>

**Note:** Any paint manufacturer allowed. OT office has book of over 50 Sherwin Williams coordinated paint schemes with multiple options, **but homeowners are not required to select from book**. Sherwin Williams offers an OT discount – check with office for the discount code. Check online at Sherwin Williams HOA Archives or the office for the color book.

**IMPORTANT:** Avoid unnecessary delay by double-checking that your descriptions, architectural renderings, brochures, notes and application details match each other for scope, colors, manufacturer, styles, etc.

**Please contact the Orange Tree Management Office at 407-351-8747 with any additional questions.**



**Architectural Review Request Form  
HOME IMPROVEMENT / CONSTRUCTION DETAIL**

**Please Check Sub-Association:**   ☐ Estate Homes   ☐ Golf Villas   ☐ St. Ives

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

Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Approval via email? ☐ Yes   ☐ No

**Homeowner Acknowledgment:**

As the above stated homeowner/applicant, I acknowledge and agree that I will be solely responsible for any claims, including without limitation, claims for property damage, or personal injury, which result from the requested change or addition. I hereby indemnify the Associations from and against any and all applicable codes and ordinances, and for obtaining all necessary permits and inspections for the requested change or addition. Also, I will be responsible for all maintenance, repair and upkeep of said change or addition.

Homeowners' Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Licensed Contractor Information** (*REQUIRED if involving Orange County Permitting. Homeowner to provide once contractor is selected.*) ARC approval can be provided prior to contractor and permit information being obtained.

Contractor Name: \_\_\_\_\_ CSLB #: \_\_\_\_\_ Permit #: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ ☐ Proof of Workers Compensation / Liability Attached

*By signing above, I acknowledge and agree with the conditions of approval of the Homeowner's application as stated above. I agree to notify the association before use of any large equipment that could potentially damage homeowner or association property.*

**Please submit this form with the following attachments (as applicable): Signatures, color samples (w/names & #s), material manufacturers, drawings, brochures, elevations, site plans, detailed descriptions, pictures, and lot survey. Incomplete submittals cannot be reviewed.**

**Improvement Category** (*check all that apply*):

- ☐ Roofing   ☐ Landscape / Lawn Features   ☐ Lighting   ☐ Screen Enclosure   ☐ Satellite Dish  
☐ Solar Panels   ☐ Swimming Pool / Spa   ☐ Exterior Paint   ☐ Other \_\_\_\_\_

*Provide Details – attach separate sheet if needed* (**Important – Attach all documents per the Architectural Review Request Form Checklist**):

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*NOTE: We make every effort to expedite your request, which ensures compliance with the CC&Rs of Orange Tree including Construction Criteria*

**SUB-ASSOCIATION ACB:**

Date: \_\_\_\_\_ ☐ Approved   ☐ Approved w/Conditions   ☐ Denied   ☐ Incomplete

By: \_\_\_\_\_ By: \_\_\_\_\_ By: \_\_\_\_\_

Conditions: \_\_\_\_\_

**OTMMA ACC:**

Date: \_\_\_\_\_ ☐ Approved   ☐ Approved w/Conditions   ☐ Denied   ☐ Incomplete

By: \_\_\_\_\_ By: \_\_\_\_\_ By: \_\_\_\_\_

Conditions: \_\_\_\_\_