

**ORANGE TREE PROPERTY OWNERS' ASSOCIATION, INC.**  
**Architectural Review Board (ARB) Application**

Name: \_\_\_\_\_ Mail Application to: Lighthouse Management & Consulting  
P.O. Box 0774  
Property Address: \_\_\_\_\_ Windermere, FL 34786-0774  
Mailing Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Home: \_\_\_\_\_ Cell/Other: \_\_\_\_\_

In accordance with the Declaration of Covenants and Restrictions and the Association's rules and regulations, I hereby request your consent to make the following changes, alterations, renovation and/or additions to my property:

ONE REQUEST PER APPLICATION  
MULTIPLE REQUESTS ON ONE APPLICATION WILL BE RETURNED

- Exterior Paint     Fence     Flag Staff     Landscaping     Lawn Replacement  
 Patio     Screen Enclosure     Swimming Pool     Solar Panels     Other

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Attach a copy of your lot survey with the location of the proposed change, alteration, renovation or addition highlighted. Include a drawing or blueprint of your plans and paint or color samples if applicable. Attach any applicable contractor estimates or proposals. **For repainting, two (2) 2' x 2' samples of the proposed color must be painted on two different (front and one side) exterior walls of the residence. A sample of the trim or accent color(s) must also be painted adjacent to the body sample on the front of the residence.**

Note: Applications submitted without copies of the survey, drawing(s), elevation or color sample will be considered incomplete.

**I/We Hereby understand and agree to the following stipulations:**

1. No work will begin until written approval is received from the Association.
2. All work will be done expeditiously once commenced and will be done in a good workmanlike manner by a licensed contractor or myself.
3. The construction or modification of a structure, swimming pool or other improvement to real property requiring a building permit shall be commenced within 180 days of receiving Association approval and said work shall be completed within one (1) year of approval.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other residents.
5. I/We assume all liability and will be responsible for all damage to other lots and/or common area or injury which may result from performance of this work.
6. I/We will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work. No contractor signs may be installed or erected on your lot.
7. I/We am/are 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 I/We will obtain any necessary governmental permits and approvals for the work.
8. I/We will contact the underground cable locating service, at 811 at least 48 hours prior to digging. There is "no charge" to the homeowner for their service.
9. Upon receipt, Lighthouse Management & Consulting, Inc. will forward the ARB Application to the Association. Decisions by the Association may take up to thirty business (30) days. I/We will be notified in writing when the application is approved or disapproved.

**Signature of Owner(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

This Application is hereby:             Approved             Disapproved

Approval Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

ARB Comments: \_\_\_\_\_  
\_\_\_\_\_