

Whispering Ridge Community

Architectural Review Committee Application TO BE COMPLETED IN FULL BY THE APPLICANT

Please read **ALL** Requirements of the ARC Application prior to filling out this form.

Application No: _____

Property Owner (**NAME**): _____

Address: _____

Telephone: _____

Email Address: _____

Contractor Name (if applicable): _____

Describe in Detail the Type of Alteration: (Please Include Materials and Colors to be used)

(IF MORE SPACE IS REQUIRED, PLEASE ATTACH TO THIS FORM)

Applicant Signature: _____

Applicant name Printed _____

Application Date: _____

_____ Approved _____ Approved with changes/stipulation (See Notes) _____ Denied: (See Reason in Notes)

Notes: _____

ARC Board Member Signature: _____ Date: _____

_____ Date: _____

_____ Date: _____

*Please return form by email: admin@hcmanagement.org or by Fax: 863.619.7995

- ✓ **All state, county and local permits are the responsibility of the applicant/owner.**
- ✓ **All insurance certificates from contractors are the responsibility of the applicant/owner.**
- ✓ **No work is to commence until the application is approved and the ARC card is displayed in the front window of work location**

Highland Community Management

3020 South Florida Ave, Suite 305 // Lakeland, Florida, 33803 // Phone: 863-940-2863 // Fax: 863-619-7995

Whispering Ridge Community

Architectural Review Committee

Resident Application Instructions

ARC Board members review applications on a weekly basis and vote whether to Approve, Approve with changes/stipulations or Deny applications. Decisions are based solely on whether applications conform to current HOA standards, CCRs and Bylaws.

Applications for any alteration which occurs outside the exterior walls of the home (including structural changes, additions and sheds) or **MUST** be accompanied by:

- 1. A sketch indicating location and size of the proposed alteration,**
- 2. A copy of the contractor's estimate (if applicable) showing the colors, style of the changes and materials to be used and**
- 3. A copy of the Homeowner's Platt Map showing where the change is to be made.**

If approval is granted, it is not to be construed to cover approval of any state, county and local-Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Architectural Review Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

Sample listing of improvements that REQUIRE prior approval.

Addition – livable space or screened porch	Propane Tanks for generator (Must be enclosed)
Arbor/Pergola	Roof Shingles - Repair/Replace
Awnings (Rollout shade attached to home)	Screened Porch (entry or rear lanai)
Deck Installations ₁	Sheds ₁
Driveway Repair	Skylights
Fence ₂	Solar Panels
Gutters & Downspouts ₁	Storm Panels ₁ (Hurricane panels)
Hot Tubs	Swimming Pool
Landscape – New Sod installation	Trash Enclosure (Fence) ₁
Paint ₄ – Exterior, Trim, Doors, Shutters, Driveway	Tree Removal ₃

₁ Colors must complement existing color scheme of home

₂ Wood fences must be painted either white or the color of the house to ensure consistency throughout the community.

₃ Trees taken down must be cut below ground level and stump ground if needed.

₄ Paint Colors. Paint colors for Starlight Homes will follow the approved earth tone pallet. Homes built by Maronda will either stay at the same color or, if they wish to change colors, will need to follow the same earth tones established by Starlight to ensure a consistency throughout the community.

After work has been completed, ARC Board member **SHALL** review the work performed to ensure that it's what was outlined in the application.

Highland Community Management