

Exterior Modification Submission Form

Twin Lakes of Brandon Homeowners Association
c/o Greenacre Properties, Inc. 4131 Gunn Highway, Tampa, Florida 33618

Article VII, Section 1 of the Declaration of Covenants, Conditions and Restrictions of Twin Lakes of Brandon require pre-approval before performing any exterior modifications. Further, applicants must allow the Architectural Committee (AC) up to forty-five (45) days from receipt of this form and all materials for a review. As stated in Article VII, Section 2; If the Architectural Committee (AC) does not approve or disapprove any application within forty-five (45) days after receipt of an application consisting of a complete set of plans and specifications, its application will be deemed disapproved. In all other events, the approval must be in writing and must be received prior to proceeding with any requested exterior modification. All requests must be in accordance with the governing documents for Twin Lakes and the most recently Board of Directors approved *Twin Lakes Rules and Regulations*.

Please note that effective October 24, 2006, the Board of Directors ruled that all AC Submission Forms, along with the required support documentation (surveys, plans, specifications, proposals, drawings, paint color samples, etc.), must be mailed to the address shown above for review by the AC Committee.

Please complete (print) the following information:

Date of this Submission: _____

1. Homeowners Name: _____

2. Street Address: _____

3. Home Phone: _____ Cell Phone: _____

4. Email Address: _____

5. Existing features of the residence (general description, model of the home, landscaping, etc.):

6. Description of the proposed exterior modification / improvement / changes being submitted for approval:

7. When do you plan to begin? _____ (*Must allow 45-days from the submittal date for a decision)

Estimated completion date or time? _____

8. Who will be doing the work? (Indicate "Self" if to be performed by the homeowner)

Individual Name: _____

Business Name: _____

Telephone #: _____

9. Will a permit be required? (Circle one) Yes No Unknown

Exterior Modification Submission Form Cont.

With each request, please submit the following specified documents as listed below. To avoid the re-application process, provide as much detail as possible with your application and if your schedule permits, please plan to attend the posted AC Committee meeting.

Other requests may require additional information and/or supporting documentation as well. Any questions should be directed to the AC the Community Management Company via email at Manager@TLBHOA.org.

Gutters:

- Copy of the proposal by the installer showing location, type and color
- Drawing showing gutter and downspout placement

Hurricane Shutters:

- Copy of the proposal by the installer
- Specifications / pictures of proposed shutters

Power Generator:

- Copy of lot survey showing exact generator placement
- Specifications on type and size of unit

Landscaping/Curbing/Walls:

- Copy of the lot survey with locations shown
- Copy of the proposal by the installer (if applicable)
- Plan showing location, type and proposed changes and materials

Pool / Screen Enclosure:

- Copy of the lot survey w/sketch of location
- Copy of the proposal by the installer
- Site plan showing size and location
- Copy of the approved permit
- Screen Enclosure Color _____

Satellite Dish:

- Copy of the proposal by the installer
- Copy of lot survey showing exact dish placement on house

Paint or Repainting:

Option #1 – Color Change using Color Palette Book

- Color Section / Page # _____
- Body Color - Code / Name _____
- Garage Door (A or B) - Code / Name _____
- Trim Opt (A or B) - Code / Name _____
- Accent Color - Code / Name _____
- Door Opt (A – F) - Code / Name _____

Option #2 – Repaint using Existing Color (samples required)

- Body Color - Code / Name _____
- Garage Door - Code / Name _____
- Trim Color - Code / Name _____
- Accent Color - Code / Name _____
- Door Color - Code / Name _____

Fences:

- Copy of the lot survey showing location of fence and gates
- Clearly identify the Fence type (wood/vinyl/metal)
- Fence style and finish color
- Fence height and post finial type
- Copy of proposal by the installer

Decks/Additions/Patios/Gazebos/Pergolas:

- Copy of the proposal by the installer
- Copy of the lot survey showing proposed location and size
- List of materials and colors (samples may be required)

Play Equipment:

- Copy of the lot survey showing proposed location
- Specification of proposed equipment including size, type and material

Roof Replacement/Shingles:

- Copy of the proposal by the installer
- Shingle Type: _____
- Manufacture: _____
- Color: _____

Landscape and Path Lighting:

- Copy of the lot survey showing location of proposed lighting
- Specification of proposed lighting
- Copy of the proposal by the installer

Landscape Ponds and Fountains:

- Copy of the lot survey showing location of proposed pond and/or fountain
- Specifications/sketch of proposed pond
- Specification of proposed fountain
- Copy of the proposal by the installer

Fire Pits and Barbeques:

- Copy of the lot survey showing location of pit
- List of material types, colors and styles
- Copy of the proposal by the installer

Exterior Modification Submission Form Cont.

The undersigned is requesting a review of the above-submitted information, which is true and correct to the best of my knowledge and acknowledges that the *Declarations of Covenants, Conditions and Restrictions of Twin Lakes of Brandon* require approval of the Architectural Committee (AC), prior to beginning any exterior modifications.

Signed and submitted on this the ____ day of _____, 20__.

By: _____
Signature

Name: _____
Printed

AC COMMITTEE USE ONLY - LEAVE THIS AREA BLANK

Reviewed by the ACC Committee on: _____

Decision: Approved _____

Approved with Conditions _____ (See below)

Denied _____

Additional Information Required _____

- _____
- _____
- _____
- _____

AC Comments/Conditions (if any):
