

## ARCHITECTURAL REVIEW REQUEST FORM

Per the Association Covenants, changes to the exterior of a property (such as new or replacement construction, alterations, roofing, additions, painting, fencing, plantings or replacement of yard post lights, etc.) may not be started until you have approval on this form. Guidelines on the next page are part of this request form.

Request will not be processed until complete with samples (see guidelines on page 2). Deliver request form and samples to a Director (see EGHOA.com or bulletin boards for list). Non-resident owners may email completed form to [president@eghoa.com](mailto:president@eghoa.com) and deliver samples.

Approval may take up to a month. If urgent and needed sooner, explain why below and email to [president@eghoa.com](mailto:president@eghoa.com) or deliver to a Director.

The Association is not responsible for obtaining required permits, nor for code violations. The homeowner is responsible for any damage to Association property.

Date of Request: \_\_\_\_\_ Homeowner Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address where work is to be completed: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

**Note: Guidelines on next page are part of this form. Please Initialize the section applying to your request and submit with this page.**

**Please submit only one project per form and add documentation from vendor (insurer, roofer, etc.).**

**Request is for:**

- Roofing name/color/type - attach sample:
- Exterior Painting (include color samples of body and trim from the set of approved colors)
- Fencing (type and style)
- Window Replacement (frames must be either white or bronze)
- Other – Describe request and include drawing  
(attach individual sheets as necessary)

### APPROVAL FROM 3 DIRECTORS REQUIRED BEFORE STARTING WORK

Lead Director: Name, phone, email (print): \_\_\_\_\_

Lead Director signature: \_\_\_\_\_ Approved (date) \_\_\_\_\_ Completed Satisfactorily (date) \_\_\_\_\_

2nd Director (print name & sign) \_\_\_\_\_ Approved (date) \_\_\_\_\_

3rd Director (print name & sign) \_\_\_\_\_ Approved (date) \_\_\_\_\_

#### Committee Use Only

Date Received Complete: \_\_\_\_\_

Approved to Commence: Yes\_\_ No\_\_ (circle one)

Date form returned to owner \_\_\_\_\_

Date work completed: \_\_\_\_\_

Completed work approved by \_\_\_\_\_ Date \_\_\_\_\_

Entered in ARC Database by \_\_\_\_\_ Date \_\_\_\_\_

## Page 2 of EGHOA Architectural Review Request Form - Guidelines

PAINT COLORS for houses must comply with approved colors (download PDF from EGHOA.com). Approved color samples may also be obtained from the Board of Directors. The selected approved color samples (body and trim) must be submitted along with the Architectural Review Request Form. ARC approval must be obtained in writing before commencing.

- front doors must be painted white or matching the house body color
- garage doors, soffits, drainpipes, drip edge and fascia must be white
- windows, storm doors, and screen doors must be bronze or white

Any house that is not in compliance with approved colors must be returned to approved colors when repainting is needed or when being placed on the market for resale.

ROOF REPLACEMENT or repairs may only use approved colors and style (architectural shingle) of roofing material. A sample of the material and color must be submitted with the Architectural Review Request Form. ARC approval in writing must have been obtained before commencing.

TREE REMOVALS require a completed and approved Architectural Review Request Form and the City of Ocala requires a permit for tree removals available at this link:

<https://www.ocalafl.org/home/showpublisheddocument/686/637726548123591291>. Attach approved City permit.

ALL FENCES may be made of an acceptable material (i.e., wood, white vinyl, chain link). Fences must be constructed to maintain a level line on the property. Wood fences may be stained or weather-proofed with a natural wood color (color must be approved) but may not be painted. All fences must be installed "good" side out. Existing fence replacement must adhere to these guidelines.

NO WINDOW AWNINGS may be attached to any house. Existing awnings may not be replaced when damaged, in need of repair, or when the house is placed on the market for resale.

DRIVEWAYS and WALKWAYS may not be painted or stained. Clear sealant may be used.

SATELLITE TV DISHES must be attached to the house, not mounted in the yard or common area.

SOLAR PANELS that homeowners may want to install on the property must go through the City of Ocala approval process prior to being submitted to the ARC for possible approval. All approved documentation from the City of Ocala must accompany the request for approval by the ARC. Please keep in mind that even if the City of Ocala approves installation of solar panels on the property, the ARC has the option of not approving the request based on whether or not the installation negatively affects the appearance of the home in the neighborhood or otherwise negatively affects the neighborhood.

Please see the link below to the City of Ocala page describing the process and requirements to have solar panels installed on homes in property located in the City of Ocala and Wellington Station:

<https://www.ocalafl.org/home/showpublisheddocument/220>

TOWNHOMES (outdoor projects only) In accordance with the Ethan's Glen Declaration of Covenants, Easements, and Restrictions, the maintenance and improvement of the outdoor portions (roof repair/replacement, siding, painting, etc.) must be handled differently than of individual villas. Townhome owners agreed, by purchasing these units, to any and all statements located in the governing documents. Townhomes are physically connected (i.e., roofs, outdoor siding, outdoor painting, and other outdoor items) and these outdoor projects must be coordinated by the townhome owners, along with the HOA Board, in order to keep the outdoor appearance for all attached units uniform and consistent. This is specifically described in Article III, Maintenance and Repair Obligations, Article IV, Maintenance Expenses, and Article XIII, Covenant for Maintenance Assessments of the Ethan's Glen Declaration of Covenants, Easements, and Restrictions. The expense of these outdoor projects lies solely on the townhome owner. Although the Townhouse Building Assessment, described in the covenants, has not been used in the past, the HOA Board of Directors remains responsible to, at a minimum, assist the townhome owners with the described outdoor projects in order to keep the units looking uniform and consistent. A future use of a Townhouse Building Assessment could be implemented to assist with these townhome projects but at this time, the HOA Board will simply coordinate with townhome owners for these outdoor projects. In order to coordinate these projects, please mark on the top of any Architectural Review Request Form that it is an outdoor townhome project. During the review of the request, it must be considered and coordinated by an HOA board member with all townhome owners connected to this unit how to proceed with the project. Things to consider with all attached units should include items such as when and/or if other roofs have already been replaced, when and/or if siding on an attached units have been replaced, and when and/or if attached townhomes have been painted. Remember the key is that attached units remain uniform and consistent in appearance. As stated above, in order to accomplish this, the HOA Board could begin collecting the covenant-described Townhouse Building Assessment, but at this time will simply assist with coordinating the projects.

END