

Quail Valley Lot Owners Association, Inc.
ARCHITECTURAL REVIEW BOARD REQUEST FORM INSTRUCTIONS
PLEASE READ THESE INSTRUCTIONS CAREFULLY

1. The Architectural Review Board (ARB) request form must be completed and Approved BEFORE any work commences on the property.
2. The approval process can take up to **thirty (30) days** from the date the ARB receives Your request; therefore, please plan accordingly.
3. The property owner shall complete the relevant part of the form and sign it as Indicated on the form.
4. The following information **MUST** be included (as applicable): the addition, change or Installation specifications including a copy of plans, estimates or pictures as Necessary; dimensions; materials; sample color chips (not just the color name & Number); any other pertinent data.
5. For **ALL** requests except a change in exterior house paint, a copy of the property Survey or plot plan must be submitted with the location of any change(s), Installation or addition(s) drawn to scale, together with the dimensions including All the setbacks from the property lines.
With **Fences** - No more than 15" from the rear of homes to the front. No higher than 6' tall. And a plot plan to show it's on their own property.
Roof - Is all about the color of shingles, no metal or clay roofing and up to code roofing.
Painting - is all about the approved color so it not an eye sore to the rest of the homes.
6. **ALL** requests must include a copy of the contractor's occupational license and proof Of liability and Workers Compensation insurance coverage.
7. ARB request forms, together with the required documentation, must be delivered, emailed or Mailed to Quail Valley Lot Owners Association property management company (EPM Services) at the following address:

Quail Valley Lot Owners Association, Inc.
C/o Home River
4407 Vineland Road, #D15
Orlando, FL 32811

8. Home River will process and forward your request to the ARB. The ARB may Solicit input from the HOA Board of Directors in making their decision. **ALL** decisions Are based on the fair and impartial application of the rules and regulations specified In the Declaration of Covenants, Conditions, Easements and Restrictions for Woodland Lakes Preserve Homeowners Association, Inc.
9. **Please DO NOT call Home River – they do NOT have any decision-making Power in this matter and have NO information on the status of your request.**

10. Once the request is approved or denied, the ARB will return the request form to Home River.

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A copy of your original request will then be emailed to you, which may include additional comments from the ARB explaining any additional conditions of approval or the reason(s) for disapproval, as appropriate.

This form and any accompanying documentation **MUST** be delivered, emailed or mailed to the ARB for Approval at the following address **PRIOR** to commencement of any work:

Quail Valley Lot Owners Association, Inc.
C/o Home River, 4407 Vineland Road, #D15, Orlando,
Florida 32811.

If you have any questions regarding this form, please refer to Quail Valley Lot Owners Association HOA ARB. Request Form Instructions (attached), or your copy of the Declaration of Covenants, Conditions, Easements and Restrictions for Quail Valley HOA; or contact: Home River at 407-327-5824 (ask for Marcus James at ext. 596)

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**Submit Completed Form to: QVLOA
Architectural Review Committee,
c/o Home River, 4407 Vineland Rd., #D15, Orlando, FL 32811**

The Quail Valley Restrictive Covenants (available online at <http://qvloa.org>) require owners to obtain ARC approval for any change to the exterior of homes. "Exterior of homes" encompasses not only changes to the appearance of the house itself, but also substantive changes to the property, such as fences, sheds, pools, etc.

The Homeowner understands and agrees that **NO construction will commence in any manner or respect until approval by the Architectural Review Committee (ARC) has been granted.** The Homeowner is also informed that it may take as many as 30 business days for review to take place. The Committee Chairperson will contact the owner regarding approval or denial of the application.

Accordingly, please **PROVIDE A COMPLETE DESCRIPTION OF THE REQUESTED CHANGES.** *Attach copy of property survey showing all existing and planned construction, and complete project description (diagrams, color chips, etc.) if applicable.* The ARC cannot approve projects which violate City code. Owners must obtain necessary City permits at their own expense. Homeowners are also reminded that St. John's Water Management District restrictions also apply.

The Architectural Review Committee and Quail Valley Lot Owners Association, Inc., accept no responsibility or liability for work undertaken by the Homeowner.

Name:	
Address:	
Lot #:	E-Mail:
Phone #:	
Signature:	Date:
Anticipated Start Date:	Anticipated Completion Date:

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Description of Work (continue on separate sheet if necessary):

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ARC Use Only

Date Rec'd by ARC: Approved: Denied:

Date Notice Sent to Owner Regarding ARC Decision:

ARC Comments:

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(1) ARC Signature: Date:

(2) ARC Signature: Date:

(3) ARC Signature: Date: