

ROSE BAY HOME OWNERS ASSOCIATION, INC.
REQUEST FOR HOME IMPROVEMENT APPROVAL

Homeowners Name: _____ Homeowners Phone Number _____

Address: _____

Homeowners Signature: _____ Date: _____

(By signing this document, you agree to abide by the ARB'S decisions/requirements and the Rose Bay HOA Covenants, Conditions, and Restrictions (CC&Rs))

PAINTING:

Paint Manufacturer: _____ Paint Contractor: _____

Exterior /Garage Door Color: _____ Trim Color: _____ Front Door Color: _____
(A sample of color and trim must be supplied with request; in addition, both must be painted on the side of the house)

ROOFING:

Manufacturer: _____ Contractor: _____

Style: _____ Color: _____
(List Shingle or Solar Panel information above. For new roof, only white drip edge allowed or HOA Board of Directors approval needed)

FENCES:

Fence: Type (Circle One): **Wood** (Stockade or Board on Board) or **Vinyl** (White or Beige Only) – Only 6 Foot High Fences are allowed.

Installed By: _____

LANDSCAPING: (Please describe landscaping changes you wish to implement. Use back of this form if more room is needed).

ARB Change Procedures

- ☐ Orange County requires a permit to install fences and other exterior improvements to your property
- ☐ Draw a sketch of how fence, landscaping or other exterior change will be placed on your property. Remember to respect property lines and easements. Please refer to your property survey to verify property lines and easements intersecting your property.
- ☐ **Non-homeowner installer must be insured, and a copy of insurance provided with ARB application**
- ☐ Work **SHALL NOT** begin until you have written approval from the ARB.
- ☐ Approved requests must be completed within 60 days unless additional time is identified in the ARB request and approval.
- ☐ Outside sheds, window air-conditioners, clotheslines and home/lanai extensions are **NOT ALLOWED, No Exceptions.**
- ☐ Some changes may require inspection by Orange County code enforcement such as pools, spas and lanai/ pool enclosures.
- ☐ If signed approval is not obtained for ANY exterior change or modification, HOA Board may ask you to remove it. A lien or other legal action may be used to enforce HOA rules and regulations as allowed by Florida Statutes.
- ☐ A request can take up to 30 days to be approved, but typically takes 2 days. Emergency request for exterior damage from weather will be given priority.
- ☐ Email this request to our CAM Jessi OQuinn (joquinn@willowmgmt.org) and Emily Taylor (etaylor@willowmgmt.org). The ARB Committee will contact you.

Date received by CAM: _____ Is more than 60 days needed to complete the project Y or N. _____ No. of days _____

ARB Approved Date: _____ Disapproval Date: _____

ARB Signatures: _____

ARB COMMENTS: _____

Work Completed On _____ Permit Number: _____ Request No.: _____

in by CAM

Filled in by Homeowner

Filled

By signing this completion section, the Homeowner certifies that work has been completed in accordance with the Rose Bay rules and regulations and Orange County Building Code.

Homeowners Signature: _____

Date: _____

Please email Jessi (joquinn@willowmgmt.org) and Emily (etaylor@willowmgmt.org) within 7 days after completion of work.

Received by CAM on: _____

Inspected By: _____ Date: _____

Board Member or ARB