



# Regency Place HOA - 2024

## Architectural Review Committee

Application for Architectural Review  
(Submit original & 1 duplicate copy)

**DO NOT START WORK BEFORE APPROVAL OF APPLICATION**

Name of Owner \_\_\_\_\_ Date \_\_\_\_\_

Address of Proposed Change \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Description of Proposed Change:

Please provide a description of the proposed change, including the purpose or reason for the change. Also include the type and color of materials to be used, location on the property and any other pertinent information required for evaluating the proposed change.

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Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

**Legal Disclaimers: By signature, the owner(s) agree to of the following:**

- The Regency Place Homeowners' Association (HOA) and/or its representatives are not responsible for any and all damages incurred, or any and all liability relating to requested changes to include any or all permits or inspections knowingly or unknowingly not obtained by owner(s). **The approval of this application only implies you may begin your requested changes.** It is the responsibility of the owner to follow all rules, codes and/or regulations by the HOA or Polk County or State. The owner shall bear the cost of any and all liabilities monetary or otherwise of any and all damages, repairs, and/or alterations made.
- The owner acknowledges that he/she is familiar with the architectural review requirements and procedures for the Regency Place Homeowners' Association.
- The owner understands the authority to perform an alteration granted by this application will automatically expire if the work is not commenced within 6 months following approval. Moreover, the owner agrees to honor any deadlines established by the Architectural Review Committee for the completion of the proposed improvements referenced herein.
- The owner agrees to store construction material only on their own property, rather than on common areas, easements or parking areas, to bear the cost of repairing any damage caused to such areas and to remove all unused materials from public view within 7 days following the completion of work.
- The owner agrees to give the ARC, its designees and/or managing agent, express permission to enter on the owner's property at a reasonable time to inspect the proposed project in progress and the completed project.
- The owner agrees an application without all required submissions will be considered incomplete. In such case, the Architectural Review Committee's (ARC) 30-day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Polk County for the proposed modifications. See page 3 for a list of supporting documentation.

- Nothing contained herein shall be construed to represent the alterations to lots or buildings in accordance with these plans and shall not violate any of the provisions of the Building and Zoning Codes of Polk County to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification on any said restrictions.
- Appropriate building permits must be obtained from Polk County before starting any construction if required. Nothing contained herein shall be construed as a waiver of said requirement.
- The owner further understands and agrees any exterior alterations undertaken before written approval is obtained are not permitted. All approved requests will commence when written approval has been received from the ARC. The owner may be required to restore the property to its former condition at owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, the owner understands any legal expenses associated therewith will be the responsibility of the owner.
- Two duplicate copies of the ARC application are required for approval along with supporting documents.
- By signature, the owners agree to and/or hold the HOA harmless for any/all items contained herein.

**DO NOT START WORK BEFORE APPROVAL OF APPLICATION**

**----- To Submit Application -----**

Send via certified mail **or** hand delivery to an ARC member

Instructions found on page 3

**Owner's signatures must include ALL Owners of the property**

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Application Review Results**

Minimum of two Architectural Review Committee members in agreement required.

Approved       Not Approved       Approved as Noted

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Approved       Not Approved       Approved as Noted

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Approved       Not Approved       Approved as Noted

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

**Comments and Requirements as Noted for Approval**

Copy of Building Permit Required       Copy of Pool Safety Act Affirmation Required

Copy of Land Survey Required       Color Chips or Color Sample Required

**Additional Information Required (Please see attached)**

Other \_\_\_\_\_

**Submit two duplicate copies of the ARC application and supporting documents where needed (only include copies not originals such as Polk County Permits) by one of the following. (All pages must be legible and faxes or email are not permitted.)**

1. **Certified mail** – receipt from post office is the start of your 30-day review period.

**Regency Place Homeowner’s Association  
Attention: ARC  
170 Lady Diana Drive  
Davenport, FL 33837**

2. **Hand delivery** - Homeowners may choose to submit completed applications to any ARC member in person. Receipt from ARC member is the start of your 30-day review period. Please find out how to contact an ARC member on the web site or bulletin board.

## **Types of Supporting Documents**

**Paint or Stain Colors** – A sample and model number of the color(s) to be used must be provided, both for repainting or re-staining existing modifications and for structural additions, together with a list of existing paint colors on the house or structures which will remain unchanged.



**Finish Materials** – A description and/or sample of all finished materials to be used for the exterior surface of proposed modifications must be provided.

**Site Plan, Survey or Plot Plan** – A site plan, drawn to scale, showing the location and dimensions of the proposed modification, including orientation with respect to the property lines, unit and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval and structural additions to the home.

**Architectural Drawings and Landscape Plans** – Detailed architectural drawings or plans must be provided for decks, storage sheds, any structural additions to the home and major landscape modifications which would change the topography of the lot or landscape plan originally provided by the builder.

**Photographs** – The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.

**Other Exhibits** – Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the ARC prior to the submission of an application.

**Contractor Estimate or Proposal** – Contractors and vendors you may use for modifications generally provide an estimate of proposal for the work to be performed. In many instances, these documents contain a majority of the information required by the Architectural Review Application. It is recommended you attach these documents to the application. The ARC is not interested in the cost of your project. The cost may be obscured on any documents included.

**Building Permits** – Copies of building permits must be supplied to the ARC before the commencement of the project.

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**The owners understand and agree that no work on this request will begin until written approval has been received from the ARC and the 30-day evaluation for approval will not begin until all documentation is received.**