

Note: Reference herein to “Restrictions” shall mean the Amended and Restated Notice of Restrictions on Real Estate for Lake Conway Woods Association, Inc., Document # 20180080843, recorded 2/8/2018. Terms defined in those Restrictions are used in the same sense herein.

A. General

1. The Board of Director shall appoint an Architectural Review Committee (“ARC”) to approve all new buildings and structures, or any modifications to current buildings and structures. The ARC must follow the Guidelines for the performance of its responsibilities, and these Guidelines must be approved by the Board and be published annually.
2. The ARC will apply provisions from the Restrictions and these Architectural Guidelines to achieve the following objectives:
 - a. Ensure that exterior alterations conform and harmonize with existing homes
 - b. Promote and enhance the visual appearance of the community
 - c. Maintain a clean, neat, and orderly appearance, and
 - d. Protect and preserve property values
3. Changes, permanent or temporary, to the exterior appearance of a building or Lot are subject to review and approval by the ARC as described in the Restrictions and herein. The review process is not limited to major additions or alterations. It includes items such as, but not limited to, the modification of a driveway, the addition of a shed, and changes in color and materials. **If there is any doubt as to whether a proposed exterior change is exempt from review and approval, Lot Owners must seek clarification from the ARC before proceeding with the improvement.**
4. Applications. All applications for the approval of the proposed improvements must be submitted in writing to the ARC using the Architectural Review Application provided herewith. Applications must be complete in order for the review to commence. Incomplete applications will be returned to the applicant with a statement of deficiencies that must be remedied in order to be considered for review.
5. Supporting Documentation. The application must include a complete and accurate description of the proposed improvement. To permit evaluation by the ARC, supporting exhibits will frequently be required. Examples include, but are not limited to the following: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; and material and/or color samples, etc. The Architectural Guidelines and application forms provide guidance with respect to the supporting documentation required for various types of improvements.
6. Time Frame for Completion of the Review. The ARC is required to approve or disapprove any proposed improvement within 30 days after the receipt of a properly completed application. However, the 30-day review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for Lot Owners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.

7. Notice of Approval/Disapproval. Lot Owners who have submitted properly completed design review applications will be given written notice of the decision of the ARC within 30 days of submittal.
8. Appeal Process. A denial or disapproval by the ARC may be appealed as set forth in the Restrictions.
9. These Guidelines will not cover every situation. If a Lot Owner wishes to make a permanent or significant visual modification that is not explicitly covered in these Guidelines, the Lot Owner must submit an application to the ARC. The Lot Owner shall follow the application procedures and may note on the application that the request is a special circumstance.
10. Approval by the ARC for a proposed change does not eliminate the need for the appropriate building permits or other documentation. Likewise, the ARC is not responsible for the structural integrity or soundness of approved construction or modification for compliance with building codes and other governmental requirements, or for ensuring that the alterations are aesthetically pleasing or otherwise acceptable to other Lot Owners.
11. Any change made to a Lot Owner's property prior to the adoption of these Architectural Guidelines need not be modified in accordance with the guidelines specified herein, whether these changes were approved or not. These modifications will be considered acceptable under this clause.

B. Exceptions

The following items are exceptions to the ARC review requirement (Note: Many of these items still require Orange County permitting and it is the Lot Owner's responsibility to comply with all such requirements.):

1. Building exteriors may be repainted or re-stained if there is no significant color change.
2. Exterior building components such as roofing, siding, soffit, fascia, gutters, downspouts, and garage doors may be repaired or replaced with like or equivalent upgraded materials if there is no significant change in color.
3. Concrete driveways may be repaired or replaced if there is no significant change in material, area, or color.
4. Fences may be repaired or replaced if there is no change in location, height, and the material is either natural wood or white vinyl.
5. Changes in material or color of entry doors do not require review.
6. Rooftop photo voltaic solar panels do not require review.
7. Landscape plantings and garden paths not set in concrete do not require review.

C. Requirements

The following items elaborate and supplement some requirements set forth in the Restrictions.

1. Prefabricated sheds require review and approval. Sheds must have building permits as issued by Orange County and meet all requirements of same. Sheds cannot exceed 120 sq. ft. in size and not more than 11.5 ft. in height from ground level. Lake Lot sheds must be at least 25 ft. set back from High Lake Level.
2. Significant exterior color changes including base color, trim color, and accent color require ARC approval. The review shall be limited to ensuring that selections are in reasonable “conformity and harmony” with nearby homes. Repainting that does not change base, trim, or accent color does not approval.
3. Gazebos require ARC approval. Lot Owners are advised to consider the following factors: items must be located in rear yards and be no taller than 12 feet.
4. All construction, extensions, modifications and additions to driveways and walkways require ARC approval. The primary considerations are that there will be no adverse aesthetic or drainage impact on adjoining lots or Common Areas.

Architectural Review Application

THE LAKE CONWAY WOODS ASSOCIATION, P.O. Box 568201, Orlando, FL 32856-8201 • Email: board@lakeconwaywoods.net

Applicant's Name: _____ Property Address: _____

Mailing Address: _____

Lot Owner's Name (if different): _____ Applicant's Phone: Day _____ Night _____

Applicant's email (for response): _____

Instructions:

- Submit a separate application for each project.
- Association assessments must be current prior to approval.
- This application may be mailed, scanned and emailed to the address listed above. Color chip samples must be mailed. It may also be hand-delivered to the Chair of the ARC.
- Only complete applications (including any required plans and specifications) will be accepted.
- As applicable, attach plans and specifications indicating site layout, structural design, exterior elevations, materials and colors, landscaping, drainage, lighting, irrigation, and other features proposed.
- The applicant will be notified in writing of a final determination within 30 days of receipt of the complete application. Provide an email address for a faster response.
- Unless the Architectural Guidelines and governing documents provide otherwise, work may not commence until written approval is received from the ARC.
- Once approval is granted, work must be completed within six (6) months, or the application must be resubmitted and approved.
- The Lot Owner assumes all liability for and is responsible for all damages to other lots and /or common areas which may result from the performance of this work and is responsible for the conduct of all persons, agents, contractors, subcontractors and employees connected with this work.

PURPOSE OF APPLICATION: Check appropriate item. Addition Exterior color change Shed Gazebo Driveway modification
 Other _____ Attach 2 color swatches denoting body, trim, accent color, doors, garage doors, shutters, etc.

Description:

Contractor/Architect Name (if applicable): _____ Phone: _____

Notice: The ARC is not responsible for the structural integrity or soundness of approved construction or modification, for compliance with building codes and other governmental requirements, or for ensuring that every dwelling is aesthetically pleasing or otherwise acceptable to other Lot Owners.

Signature of Applicant: _____ Date: _____

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ARCHITECTURAL REVIEW COMMITTEE

Approved: _____ Disapproved: _____
Signature Date Signature Date

COMMENTS/CONDITIONS FROM ARC: _____

ARC Member Votes

1. () Yes () No () Conditional Initials _____ 2. () Yes () No () Conditional Initials _____ 3. () Yes () No () Conditional Initials _____

Date Received by ARC: _____ Date Reviewed by ARC: _____

Date Mailed by ARC to Mailing Address: _____ Date Mailed Certified (if applicable): _____