

POLO PARK HOMEOWNERS' ASSOCIATION, INC.
Architectural Review Committee's Change Request Form

Date: _____

Homeowner(s) Name: _____ Phone number: _____

Homeowner(s) address: _____

Dear Homeowner;

As a homeowner and neighbor in our community, we try to keep all properties maintained according to our governing documents. All exterior additions (examples: windows, doors, screen enclosures, additions) and changes to your property require you to complete this form and **have it approved before the project is started**. NOTE: See back side of this form for tips.

Please describe, in detail, what you are changing. Attach paint chips if appropriate. Attach a drawing where necessary. Attach pictures where appropriate.

Our ARC Committee meets weekly and will return your form in a timely manner.

DESCRIPTION OF PROJECT: _____

DRAWING OF PROJECT: (or attach on separate page)

I, the undersigned, hold the Polo Park Homeowners Association and the Architectural Review Committee blameless as it relates to the projects setbacks and Polk County permits.

Date: _____ Signature: _____

NOTE: Approval expires in 6 months. Denials are sent to the Board of Directors for final decision. If still denied you may have a hearing in front of the ARC Hearing Review Committee for final decision.

Thank you in advance for your cooperation.

<p>For ARC Use Only: Date Reviewed: _____ () Approved () Denied & to be forwarded to BOD for further review</p> <p>Reason if denied: _____ Signature of ARC liaison: _____</p> <p>_____ -----</p>
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Dear Homeowner;

Below are a few tips to consider as a guideline before you start your exterior home project.

Also, please refer to your copy of the Polo Park Amended & Restated Declaration of Covenants and Restrictions which detail a homeowner's responsibilities regarding the exterior changes/additions, appearance and maintenance of your property.

Before you purchase materials for a DIY or hire a contractor, please call Polk County to ask:

- a. What are the setback requirements to install your project?
- b. What are the setback requirements for poured concrete or paver installation? NOTE: sheet is attached to help.
- c. Is a permit required?

Website: Polk-county.net

Polk County Building Division: 863-534-6080

Once you have this information, and before you start your project, an ARC form must be completed and approved.

ARC forms are available at the Boulevard Club House and on our website at poloparkhoa.com

Please be as complete as possible. Include paint colors, drawings, pictures, permits if required, etc. so there is no confusion. Pictures are always welcome.

Complete form and return it to the Boulevard Club House. The ARC Committee will review and respond to your request within 30 days.

Thank you for your cooperation.

Sincerely,

ARC Committee Chairperson