

Please submit form to:
CUMBERLAND MANORS HOME OWNERS ASSOCIATION
 4131 GUNN HIGHWAY, TAMPA, FLORIDA 33624
 (813) 600-1100 or Email to dschek@greenacre.com
 www.cumberlandmanors.org

Revised: March 9, 2017

OWNERS NAME: _____ DATE: _____ EMAIL: _____

PROPERTY ADDRESS: _____ PHONE _____ CELL: _____

If an owner begins a project and cannot complete it due to construction issues that require changes, the owner must resubmit all changes for written approval prior to continuing and finishing project.

ATTENTION: ARCHITECTURAL REVIEW COMMITTEE (ARC) **

The above named and undersigned owner seeks approval of the Committee as follows:

A. Additions/Alterations of Existing Structure and/or Property.

Plans and Specifications must include your Property Survey and Site Plan. On the Site Plan Drawing show dimensions, setbacks, landscaping, etc. (See Article X, Section 56, 61, 62 & 63 below relating to minimum submission information.)

Narrative Description of Additions/Alterations (Please specify type & color of material(s) to be used.)

Per Article X, Section 61, Please submit (3) sets of plans and specifications. *(Continue on additional of sheet if necessary.)*

++This form is not a substitute for a building and/or an EPC permit ++

B. Painting.

- Please note that exterior colors must be chosen from the Color Palette of acceptable house painting colors created by the ARC.

++ Colors which would be inharmonious to the appearance of Cumberland Manors, shall not be permitted. Bright colors will not be approved. **No gloss finishes will be permitted, except on the front door.**

- Please indicate color of garage door.
- Please note and respond to the following:

#1 Main House Area - Color to be used on stucco or block exterior walls, including gable ends with painted Siding, louvered openings above windows and garages, and garage doors. This color may have a flat or satin finish.

#2 Trim Areas - Color for gutters, fascia, and soffit. Can include painted gable ends and trim around garage door(s), entry door(s), windows, corner trim, louvered openings above windows and garages, and other horizontal surfaces. This color may have a flat, satin, or semi-gloss finish.

#3 Accent Areas - Can include color for shutters, entry door(s), trim around entry door(s), and trim around windows, mailboxes, planter boxes, awnings and other minor architectural details. This color may have a flat, satin, or semi-gloss finish. Front door only may be gloss finish.

	Name of Color	Finish	Color & Page Number (Manufacturer, if not from Color Palette)
#1 Main House Area	_____	_____	_____
#2 Trim Areas	_____	_____	_____
#3 Accent Areas	_____	_____	_____

** **Chosen from the approved color palette. The color palette can be viewed at Greenacres Property offices.**

The undersigned property owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvements, alterations, or additions described herein comply with all applicable laws, rules, regulations, codes, and ordinances; including, without limitation, zoning ordinances, subdivision regulations, and building codes. The Architectural Review Committee and the CMHOA shall have no liability or obligation to determine whether such improvements, alterations, and additions comply with any such laws, rules, regulations, codes, or ordinances.

If an owner begins a project and cannot complete it due to construction issues that require changes, the owner must resubmit all changes for written approval prior to continuing and finishing project.

I agree not to begin property improvement(s) until the ARC notifies me in writing of their approval. If any change is made that has not been approved, the Committee has the right to ask me to remove the improvement from my property.

Homeowner's Signature: _____ Date: _____

By signing this form the homeowner acknowledges that they have 90 days from the date of the approval of this ARC form to complete the requested work, and they will notify the ARC upon completion of this work.

Please submit form to:
CUMBERLAND MANORS HOME OWNERS ASSOCIATION
 4131 GUNN HIGHWAY, TAMPA, FLORIDA 33624
 (813) 600-1100 or Email to dschek@greenacre.com
 www.cumberlandmanors.org

Revised: March 9, 2017

Owner's Name: _____ Date: _____

Property Address: _____ Phone: _____ Cell: _____

<u>COMMITTEE ACTION</u>	
(Due within 30 days of receipt of form)	
APPROVAL _____	DISAPPROVAL _____
COMMENTS: _____	
MUST BE SIGNED BY THREE (3) CUMBERLAND MANORS ARCHITECTURAL COMMITTEE MEMBERS	
COMMITTEE MEMBER _____	DATE: _____
COMMITTEE MEMBER _____	DATE: _____
COMMITTEE MEMBER _____	DATE: _____

<u>COMMITTEE REVIEW</u>	
<i>The below action is taken after notification by the homeowner, that the approved work has been completed and inspected by a member of the Architectural Review Committee. See Section 63, below.</i>	
ACCEPTED _____	REJECTED _____
COMMENTS: _____	
COMMITTEE MEMBER _____	DATE: _____

_____ Received by G.P.I.	_____ GPI Manager Sign Off Date	_____ Received by CPI Clerk
_____ Mailed to Committee	_____ Received by Committee	_____ Returned by Committee
_____ Mailed to Homeowner	_____ Worked Completed by Homeowner	

This application may require personal identifying information. To the extent you are providing personal identifying information to the Association herein, unless you make arrangements in writing with the Association otherwise, you are giving express consent to the Association to disseminate such information to third parties, including other members, without further consent.

Revised: March 9, 2017

From the Cumberland Manors Homeowners Association, Inc.
Declaration of Restrictions

ARTICLE X*
ARCHITECTURAL CONTROL

SECTION 56. COMMITTEE APPROVAL.

No building, improvement, structure, addition, landscaping, attachment, condition, excavation, alteration, or change (including any color change) may be made, installed, maintained, restored, or permitted to remain on or to the exterior of any Lot, unless made, installed, maintained, or restored, as the case may be, substantially in compliance with plans and specifications reviewed and approved by the Committee in advance.

Notwithstanding the foregoing, the Committee's approval is not required for (i) buildings, structures, and other items installed as part of the Work, (ii) restoration of any previously approved building, structure, or other item that is substantially identical in all respect's to the original WORK, as approved, or (iii) for any item that is concealed from view by improvements, structures, fencing, vegetation, or other items previously approved or installed as part of the Work. The lists below are not meant to be all inclusive.

EXAMPLES OF ITEMS REQUIRING ARCHITECTURAL APPROVAL:

• Painting	• Remodeling
• Garages	• Fences
• Porches	• Pools
• Sheds	• Screen Rooms
• Room Additions	• Roofs
• Driveways	• Landscape, Trees, etc.

EXAMPLES OF ITEMS REQUIRING ARCHITECTURAL ACCEPTANCE:

• Satellite Dishes	• Solar Panels
--------------------	----------------

Architectural Review Committee (ARC) Forms must be completed in full and shall include the required documentation to be considered by the Committee. Partially completed forms or the lack of proper documentation required may result in unnecessary delays.

Section 61: APPLICATIONS:

Any application for Committee approval must be accompanied by three(3) sets of plans and specifications, together with such renderings, samples, models, and other information as the Committee reasonably may require. Any application submitted other than by a Homeowner must attach the Homeowner's written consent to the approval requested. Any application for installation of any building or other Permanent structure must include a landscaping plan and detailed plot plan of any permanent improvements and structures.

If requested, the Committee may require the preliminary staking of such improvements and structures according to such plan for Committee inspection. Any application for the initial installation of any residential dwelling also must include a grading and drainage plan and tree survey. Any costs of filing and processing an application pursuant to this Article are at the expense of the applicant; and the Association also may impose a reasonable, uniform application fee to defray its costs.

Section 62: PROCEDURE:

Within 30 days after receiving an application, the Committee either must approve the applications submitted or notify the applicant of (I) the Committee's intent to deny the application, or (ii) any additional plans, specifications, drawings, or other items that the Committee will require to act upon the application, or (iii) both of the foregoing. The Committee's failure to so notify the applicant is an approval of the application submitted.

Revised: March 9, 2017

Upon receiving the foregoing notice, the applicant may request a hearing before the Committee, at which the applicant, personally and through representatives of the applicant's choosing, is entitled to a reasonable opportunity to be heard in a reasonably impartial manner, after reasonable advance notice. No particular formality is required for any of the Committee's proceedings, including any hearing, nor is any record required other than a written statement fairly summarizing the material features of any Committee action. Unless the applicant agrees otherwise, the Committee must approve or disapprove any application within 60 days after receipt.

Section 63: APPROVAL

The Committee's approval is deemed given under any of the following circumstances: (i) the Committee fails to deny any application within 60 days after receipt, unless the applicant agrees to a longer period of time; or (ii) the Committee fails to notify the applicant of its intent to deny an application, or that further information is required, within 30 days after receipt of an application, as provided in the preceding Section; or (iii) no suit, action or other proceeding is instituted by the Association within one year after substantial completion with respect to any use, activity, structure, installation, condition, or other item installed, maintained, or restored without application to the Committee.

In all other events, the Committee's approval must be in writing and endorsed upon two sets of the plans and specifications, one of which must be returned to the applicant and one retained in the Association's permanent records for a period of at least 5 years. Upon completion of the approved work, the applicant and any architect, engineer, contractor, or other responsible professional must certify to the Association in writing that the work has been completed substantially according to the approved plans and specifications; and no Statute Of Limitations begins to run in favor on any Homeowner or other applicant with respect to any substantial non-conformity to the approved plans and specifications until such certificate is filed.

* Be sure to read your Documents for a complete description of the covenants and restrictions.