

**MAGNOLIA POINTE MASTER HOMEOWNERS ASSOCIATION INC
ARCHITECTURAL REVIEW BOARD APPLICATION PROCESS**

1. Applications may be obtained by contacting the office of Community Association Management of Lake County, Inc. (CAMLC) at 352-404-4116 or e-mailing linda@camlakecounty.com.
2. Applications must be completed and returned to the management company (CAM of Lake County) with TWO (2) full sets of proposed alterations and specifications. Two (2) copies of the lot survey/plot plan showing setbacks, locations of structure or landscape alterations, driveway and sidewalks, etc. must also be included with requested alteration drawn to scale. Requests received without two full sets of the application and backup information will be returned to the owner to be resubmitted.
3. Mail your completed application to: Magnolia Pointe Master HOA c/o CAM of Lake County, Inc., 13900 County Rd. 455, Suite 107 #346, Clermont, FL 34711
4. The management company will forward the application to the ARB to review the project. Adjoining neighbors may need to be notified if the project is unusual to the area.
5. The ARB meets on the third Monday of every month at 5:30 p.m. in the Magnolia Clubhouse. Owners are encouraged but not required to attend the meeting.

PLEASE NOTE: Contractors should be scheduled to start work no sooner than sixty (60) days out from the date the application is received by the management company.

6. Following the meeting, the original, signed application will be kept on file at the Association's business office at CAM Lake County Inc and a copy will be forwarded to the applicant along with a formal letter of approval or denial.
7. If the project is denied, the applicant will have the right to take the project before the Magnolia Pointe Master HOA ARB for appeal.
8. Please do not call the management company for approvals. The management company has NO decision making power in this matter. You will be notified of the ARB's decision in writing.
9. No exterior alterations, construction or demolition may commence until written notification is received from the ARB via the management company.

MAGNOLIA POINTE MASTER HOMEOWNER'S ASSOCIATION, INC.
ARCHITECTURAL REVIEW BOARD
APPLICATION FOR APPROVAL OF PROPOSED IMPROVEMENTS

This application and the plans and specifications attached hereto and incorporated herein by reference are being submitted for the purpose of obtaining the Architectural Review Committee approval of proposed improvements as set forth herein. Prior to the commencement of project or construction, all proposed improvements to be constructed within Magnolia Pointe Master HOA must be approved by the Architectural Review Board. The applicant has submitted TWO (2) sets of the original plans and specifications.

Name of Homeowner: _____
Address: _____
Phone: _____
Email: _____

Name of Contractor or Builder: _____
Address: _____
Phone: _____
Email: _____

Name of Lender (if new home construction): _____
Address: _____
Phone: _____
Email: _____

Proposed Improvements (briefly describe):

By my signature below, and as owner of the above referenced property, I hereby accept full responsibility to repair any damage that may occur, or be caused by me or my assigns, during the creation, construction, or cleanup of this improvement to any community property of the Association, or to any of my neighbor's private property, including but not limited to street curbs, sidewalks, irrigation systems, fences, sod, etc.

Applicant's Signature

Date

To be completed by the Architectural Review Board:

Property address: _____

Date application received: _____

Application was:

Approved

Conditions: _____

This approval is granted by the ARB but is subject to the project conforming to Lake County and St. Johns Water Management District approvals/permits and all setback requirements of Lake County or any other restrictions/conditions that may be of record.

Denied

This application was denied for the following reasons:

The ARB met on _____ with the following Committee members in attendance:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MAGNOLIA POINTE MASTER HOA – ARC CHECKLIST

(To be completed by the Homeowner for new home construction, additions, retaining walls or remodeling)

Date of application: _____

Name of applicant: _____

Address of proposed improvement: _____

Applicant's phone number: _____

Name of builder: _____

License number: _____

Address of builder: _____

Builder's phone number: _____

- A copy of the drainage plan is required. Does the construction alter the drainage? Yes No
- Does property owner have a set of By-Laws and Covenants & Restrictions? Yes No
- Has builder received a copy of ARB guidelines? Yes No
- Is proposed land use for residential purposes? Yes No
- Does home meet height and square footage requirement? Yes No
SF under air/heat _____ Total SF _____
- Does layout of home meet setback requirements? Yes No
Front _____ Back _____ Sides _____
- Does roof meet minimum pitch requirement? Yes No
Proposed pitch _____
- Does proposed roofing material meet specified requirements? Yes No
Type of roofing material (ie shingle, tile etc.) _____
- Does the exterior building material meet minimum requirements? Yes No
Type of material (ie brick, stucco) _____
- What is the proposed color of the home? Exterior walls _____ Trim _____
Roof _____ Doors _____
- Does garage meet minimum width requirement? Yes No
- Does proposed driveway meet minimum width requirement at garage opening? Yes No
Proposed width _____
- Does driveway material meet requirement? Yes No
Type of proposed material _____
- Is a uniform mailbox required and proposed? Yes No
- Does proposed landscape and irrigation meet minimum requirements? Yes No
Sod type _____ Irrigation _____
- Does fence (if allowed by individual Association) meet material and height requirement?
 Yes No Height _____ Material _____ Color: _____
- Does proposed game and play structure meet requirements? Yes No
Type _____
- Does swimming pool and screened enclosure meet composition and setback requirements?
 Yes No
- Date of project commencement: _____ Date of project finalization: _____

MAGNOLIA POINTE MASTER HOA – ARB

MEMORANDUM TO: All Construction Companies

FROM: Magnolia Pointe Master HOA Architectural Review Board

SUBJECT: Use conditions during construction of improvements in Magnolia Pointe.

USE CONDITIONS DURING CONSTRUCTION:

No portable toilets within ten (10) feet of roadway. Must be anchored to prevent tipping.

When necessary, silt screen must be used to prevent erosion from entering roadway or adjoining property.

All trucks entering/leaving construction site must be covered.

No construction equipment or vehicles may be parked on street overnight.

No work to start before 7 a.m. or continue after 7 p.m. Monday through Friday. No work to start on Saturday before 8 a.m. or continue after 12 noon. No work on Sunday or Holidays.

All construction debris and trash must be cleaned up and kept in a contained area daily before crew leaves. No debris is allowed to blow around construction site.

No loud music/radios.

No animals of any type to be brought into the Magnolia Pointe subdivision.

All workers must obey posted speed limit and stop signs. Watch for children at play.

Workers vehicles and delivery trucks cannot block roadways, driveways or mailboxes.