

HERITAGE PLACE II PROPERTY OWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE (ARC) APPLICATION

MAIL APPLICATION TO: Heritage Place II POA, 601 E. Oak St. Suite C, Kissimmee, FL 34744

or EMAIL: kissimmee@sentrymgt.com Questions...call (407) 846-6323

Name \_\_\_\_\_ Email \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(if different from property address)

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

Any planned work, addition, modification, change, and/or installation to the exterior lot or dwelling unit must be described in detail in this application (attach additional pages if necessary). All plans and subsequent changes must be in accordance with the Association's Covenants, Bylaws, Color Book, Rules and Guidelines, and may not commence until approved, in writing, by the Architectural Review Committee. These documents are available online at [www.heritageplace2.com](http://www.heritageplace2.com)

**I hereby request consent to make the following changes, alterations, renovations and/or addition to my property (check one):**

Fence  Swimming Pool  Exterior Paint  Patio  Screen Enclosure  Landscaping/Lawn Replacement  Other

Description of Modification: \_\_\_\_\_

Attach a copy of the property survey showing the location of the proposed request. Include a drawing or plan, and samples of colors and/or materials.

**For EXTERIOR PAINT, first review the Color Book and the Rules and Guidelines, then provide all of the following:**

Paint Manufacturer: \_\_\_\_\_ (Ex: Behr, Glidden, Porter Paints, Olympic, Sherwin Williams, etc.)

Body Color: \_\_\_\_\_ Trim Color: \_\_\_\_\_ Front Door Color: \_\_\_\_\_ Garage Door Color: \_\_\_\_\_

**I, the property owner and applicant, HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING:**

1. No work will begin until written approval is received from the Association. Applicant has 60 days from the approval date to complete the project. If not completed within 60 days, applicant will be required to re-apply.
2. All work will be done in a professional and safe manner by a licensed contractor or qualified individual and will be done expeditiously once commenced. All work will be done in a manner that will minimize interference and inconvenience to other residents.
3. Any changes which are not explicitly approved in this application will be subject to fine. Any deviation from the approved plans requires a new application and any unapproved changes must be brought into compliance of the Covenants, Bylaws, Color Book, and/or Rules and Guidelines to the satisfaction of the Architectural Review Committee **at the property owner's expense.**
4. Applicant assumes all liability and is responsible for any damages to other lots and/or common area, which may result from this work.
5. Applicant is responsible for the conduct of all persons, agents, contractors, subcontractors and employees related to this work. Applicant agrees that signs, banners, and/or flags are not permitted to be posted on the property, except for permits required by law.
6. Applicant will obtain any necessary governmental permit(s) for the work and is responsible for complying with all federal, state, and local laws, codes, regulations and requirements in connection with this work.
7. Upon receipt of application, Sentry Management, Inc. will forward the application to the Architectural Review Committee. A decision by the ARC may take up to 30 days. Applicant will be notified in writing whether the application is approved or denied.

**PROPERTY OWNERS ARE RESPONSIBLE FOR REVIEWING AND FOLLOWING THE COVENANTS, BYLAWS, RULES, COLOR BOOK, RULES AND GUIDELINES OF THE ASSOCIATION WHEN MAKING EXTERIOR MODIFICATIONS.**

**NOTE: APPLICATIONS SUBMITTED WITHOUT A COPY OF THE SURVEY, DRAWING OR COLOR/MATERIAL SAMPLE WILL BE CONSIDERED INCOMPLETE. IF AN APPLICATION IS INCOMPLETE, IT WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU.**

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Do Not Write Below This Line – For ARC use only.

This Application is Hereby:  Approved  Denied Reason(s) for Denial \_\_\_\_\_

A minimum of two ARC members are required to review and sign this application. Approval shall not be given to plans which are incomplete, vague, or illegible. Plans which are not in harmony with surrounding structures, topography, & original design of the community shall not be approved. Plans which violate the Covenants, Bylaws, and/or Rules and Guidelines shall not be approved. The ARC may make its decision purely on aesthetic reasons.

Date: \_\_\_\_\_ Committee Member Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Committee Member Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Comments: \_\_\_\_\_

Date Received from Owner \_\_\_\_\_ Mailed to Assn \_\_\_\_\_ Mailed to Owner \_\_\_\_\_