



**Deerfield Homeowners' Association INC.
Architectural Change Request Form**

15471 Atwater Dr. Brooksville, FL 34604

Phone: (352) 796-0738 Fax: (352) 593-4924 Email: arc@deerfieldstatesfl.com

As required by Article IX, Section 18 of the Deerfield Declaration of Covenants, Condition, and Restrictions, the undersigned owner hereby applies for approval of the following external improvements, additions or alterations to their property

Name: _____ Phone # _____ Email: _____

Property Address: _____

Projected Start Date: _____ Projected Completion Date: _____

*You may mail, fax, or email this request to your board ARC committee at arc@deerfieldstatesfl.com after full completion of the applicable items below. Please provide as much information as possible so a prompt decision can be made. All change requests will be responded to in writing and, unless otherwise stated in the documents for your community, a decision will be made within 30 days.

I hereby request the consent of the HOA to make the following changes, alterations, renovations and/ or additions to my property:

- Fence Swimming Pool Screen Enclosure Shed Painting Exterior Landscaping Roof
- Windows / Solar Panels Other _____

1. Provide an accurate description of the proposed architectural change or project. Include materials, colors, preservation techniques, and structural details, similarities to existing structures within the community, measurements, and any other information that will accurately describe the appearance of the change when complete. Include color samples and/or paint chips for exterior color change requests.

2. Provide a "birds-eye" view of the property and identify the proposed changes. A view of the property can be done by including a lot survey or hand drawn diagram and marking the proposed changes in colored pen or marker.

3. Provide as many views of the proposed project as necessary to accurately describe it and present it to the architectural committee.

- a. Material List: List materials that will be used. (Concrete, wood, stucco, shingles, stone, etc.)
- b. Grading Plan: If lot drainage or grading, submit a grading plan. You cannot change your grading plan without approval from the county.
- c. Permits: If approved county permits are required, include copies.
- d. Other Items: The more detail provided the easier it may be for the committee to make expedited decisions.

4. Are you using a PRE APPROVED COLOR from Sherwin Williams (color selection subject to change) YES NO
<https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/hoa/brooksville/fl/deerfield/>

a. If YES which collection number _____

- b. If NO, you will be required to complete an in-person inspection of testing on the home before Board members can sign off on the colors. Include swatches and be prepared to paint a test area for the Architectural Committee and Board Inspection, prior to work beginning.
- c. Specify which color will be placed in the locations: House color (label B), Trim color (label T), Front Door color (label D) and Garage Door color (label G) _____

- 5. A majority of the committee must approve for change. The committee will make their decision based on information provided in the form, board approved colors and inspections provided by the Architectural Committee.
- 6. Post Inspection will need to be completed if deviations from the original approved proposal occur. The Committee or the Board require approval for clearance and closure of the request.

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS.

- 1. No work will begin until written approval has been received from the Association. You have **60-90 days** from the approval date to complete the work.
- 2. All work will be done expeditiously once commenced and will be done in a professional manner by a licensed contractor or myself.
- 3. All work will be performed in a timely manner that will minimize interference and inconvenience to other residents.
- 4. I assume all liability and will be responsible for any and all damages to other lots and / or common area, which may result from performance of this work.
- 5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
- 6. I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
- 7. Upon receipt a decision by the Association / Committee may take up to **30 days**. I will be notified in writing when the application is either approved or denied.
- 8. The ARC committee will hold a monthly meeting on the 1st Monday of the month @ 6:30PM with the decisions of the committee. We will require all ARC forms turned in no later than the Friday before for review.

ALL HOMEOWNERS ARE RESPONSIBLE FOR FOLLOWING THE RULES AND GUIDELINES OF THE ASSOCIATION WHEN MAKING ANY EXTERIOR MODIFICATIONS TO THE HOME AS OUTLINED ABOVE AND IN THE BYLAWS OF THE HOA.

Signature _____ Print Name _____

Date _____ Phone _____ Email _____

Architectural Review Committee Signature(s)

SIGNATURE AND PRINTED NAME

1ST APPROVAL _____ **Date** _____

2ND APPROVAL _____ **Date** _____

3RD APPROVAL _____ **Date** _____

This above request is () APPROVED () DENIED Date _____

Denial Reason: _____

