

DEER ISLAND HOMEOWNERS ASSOCIATION

Architectural Application Guide

Dear Deer Island Homeowner:

Thank you for your interest in improving your home. If your project requires ARC approval, please be sure to complete and submit your ARC application prior to commencing your project. If you are unsure of how to correctly complete your application, please contact the ARC via email at arc@deerislandfl.com.

Once your application is complete, please submit all required documents with your application by email to arc@deerislandfl.com. Our property manager will review your application and contact you should additional details be needed to process your application.

To prevent delays in processing your application, the Architectural Review Committee (ARC) and Sentry Management strongly encourage homeowners to read through the following to ensure your application is complete prior to submission.

1. Requests for variances from the Governing Documents or Architectural Guidelines cannot be approved. It is important to review the Governing Documents (CC&R's and Design Guidelines) to determine what requires ARC approval and ensure projects fall within these guidelines. The Guidelines can be found in the following places:
 - www.sentrymgt.com: in the Information Center
 - Select cabinet "Association Records" drawer "Community Information" keyword "ARC Application"
 - www.deerislandfl.com: Select tab "Document Storage" then tab "Governing Documents"
2. Download or print the ARC application and fill in all necessary and relevant information. The application can be found at www.deerislandfl.com on the right under "Document Storage" subtab "ARC Submission Documents"
3. Provide a copy of your lot survey with any desired project updates.
 - A detailed and legible survey indicating the exact areas for which your home's project/s will be taking place must be included on the survey submitted with your application.
 - Any application involving construction work requires all relevant and necessary property setback distances labeled in your application's survey, which must adhere to county code and permit requirements and our Governing Documents.
 - Landscaping applications require all plant names and locations identified.
4. A complete copy of all construction plans must be submitted with your ARC application.
5. Swimming pool builds without an enclosure (fence or screen) will not be approved.
6. If applying for exterior painting, please be sure to provide a color chip/s or sample/s.
 - Computer generated colors are generally not accepted due to color variations on computer screens.
 - For a simple check of our community's approved color palette, visit <https://www.sherwin-williams.com/homeowners>
 - Select tab "Find Color" subtab "Homeowners Association Color Archive"
 - Select from the dropdowns "FL," "Tavares," and "Deer Island HOA" then hit "Search"
 - Other paint brands may be used that match the colors within our community's approved palettes.
7. No work may commence until you have received a notice of approval via email from Sentry Management.
8. To guarantee your application will be considered at the next ARC meeting, your application and all applicable required attachments must be received at least one week prior to the next upcoming meeting.

Once you have submitted your completed application, you will be notified via email of the date of the ARC meeting when your application will be considered. If you have any questions about the review process or would like to provide additional details concerning your project in person, we encourage you to attend the ARC meeting when your application will be reviewed. The ARC and Sentry Management look forward to seeing your next project!

DEER ISLAND HOMEOWNERS ASSOCIATION INC. ARCHITECTURAL REVIEW COMMITTEE APPLICATION

Please complete this application form and submit with all additional required documents to: arc@deerislandfl.com for processing.

Deer Island HOA

Association Name _____

Date of Application _____

Property Owner's Name _____

Property Owner's Phone Number _____

Property Address of project (or Lot Number if no address available) _____

Lot Type: Estate Lakefront Estate (golf)
 Multi Lot Estate Villa

Reason for Application: Landscape Installation Exterior Paint Swimming Pool Fencing
 Recreational Equipment Other _____

To the best of my ability, I am submitting a complete and accurate application with the following applicable attachments:

- Detailed written description of project with applicable specifications. Please be as specific as possible.
 - o Materials, colors, plant names, etc.
 - o Vendor's product brochures are welcome to be submitted
 - o Include any information necessary to adequately describe the finished project
- Lot survey showing location of addition or installation, if applicable.
 - o All landscaping plans must include the size, number, and type of plants to be approved.
 - o Site plans, diagrams with dimensions, and applicable project setback measurements must be provided
- Sample products
 - o Photographs of sample products are encouraged
 - o Any colors not approved in ARC guidelines must have a physical paint chip/color sample sent to the ARC.
 - o To avoid potential delays in approval, materials not currently approved by ARC guidelines are encouraged to be brought to the ARC meeting at the time of your application review, or sent a week prior to the date of your application review to Sentry Property Management

ATTN: Bonnie Gonzalez Property Manager, 1928 Salk Ave Tavares FL 32778

Property Owner's Signature/s _____

Absence of required documents will delay the approval process.

NOTE: No project work may commence prior to receiving an application approval notice from the Architectural Review Committee. It is the property owner's responsibility to ensure that all requests conform to applicable zoning and building regulations and that approved projects are properly permitted in accordance with city, state, and municipal requirements.

THIS SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE

Request Recd ____/____/____ Date Approved ____/____/____ Date Denied ____/____/____

NOTES/COMMENTS: _____

Sentry Management, Inc.
1928 Salk Ave.
Tavares, FL 32778
(352) 343-5706
fax 343-5123

Architectural Review Committee Member Signatures:

DEER ISLAND CONTRACTOR AGREEMENT FORM

Deer Island Homeowners' Association, Inc. Architectural Review Board

(Required for all New Home Builds and Major Construction projects as defined by ARC)

Property Owner: _____

Property Owner's Phone Number: _____

Property Address: _____

BELOW TO BE COMPLETED BY YOUR CONTRACTOR

CONTRACTOR INFORMATION

Contractor/Business' Name: _____

Contractor's Address: _____

Contractor's License No.: _____ Contractor's Phone Number: _____

Project description: _____

I, _____, as Contractor for the above described construction project, acknowledge and agree that all project work will be constructed solely as indicated within the submitted plans and specifications as approved by the Deer Island Architectural Review Committee.

Further, I acknowledge and agree that:

1. I have read and understood the most recent amended versions of the Deer Island Declaration of Covenants and Restrictions and Deer Island Homeowners' Association, Inc. Design Review Guidelines, Exhibit C, and will follow and obey these documents.
2. I am responsible for completing the project as described by the drawings and specifications approved by the Deer Island ARC and any proposed changes will be submitted for approval prior to implementation.
3. I, and all employees and subcontractors hired under me, will have a well-maintained and clean construction site at all times, and will return all disturbed utilities easement areas due to the above project to their original condition prior to the commencement of construction.
4. I am responsible for the conduct of all workers performing service on this project at all times while they are on Deer Island, Florida.
5. I will notify the Property Manager, as required, for all necessary Deer Island Architectural Review Committee field inspections.

Date: _____

Contractor's Signature: _____

Contractor's name (print): _____

Contractor's Title (print): _____

Notary Public: