

# Manors at Butler Bay - Architectural Review Committee (ARC) Request Form

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot #: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature\* \_\_\_\_\_ email: \_\_\_\_\_

\*By executing this application, homeowner hereby consents to entry onto the above-referenced property by the Association, through its agents and representatives (including ARC members), to facilitate the ARC's consideration of this request as well as to ensure compliance with the Deed Restrictions and any approval(s) granted by the ARC. By executing this request the homeowner agrees to repair any damages caused to any common areas and or 'Manors' properties to a degree acceptable by the ARC and Board of Directors.

Contractor (if any): \_\_\_\_\_ Phone: \_\_\_\_\_

X	Reason for Request: <i>(To be checked off by resident)</i>
	Landscaping Plan Mass Plantings (Include Plans)
	Exterior Color/Materials (Include Sample)
	Screen Enclosure (Include Dimensions)
	Room Addition (Include Drawings)
	Driveway Addition/Modification (Include Drawings)
	Roof Color/Materials (Include Samples)
	Fence (Include Dimensions & Material)
	Other (Include Drawings, etc for request)

**Important Note:**

Please attach a copy of your plot plan and any drawings, plans or sketches that describe the proposed addition and/or modification.

The ARC will follow guidelines and ordinances set by Orange County and the Town of Windermere unless a variance is obtained by the homeowner.

The ARC will render a decision within 30 days of receipt of your request. No work may be performed until the ARC has rendered a written approval.

Work must be completed within 6 months of approval, please notify the BOD, if this will not be the case.

**Submit this form, documents and samples as needed to:**  
**Manors at Butler Bay Architectural Review Committee**  
**P.O. Box 1167,**  
**Windermere, FL 34786**  
**or**  
[arc@TheManorsHOA.com](mailto:arc@TheManorsHOA.com)

\*The section below for use by ARC and Board\*

Received by Treasurer: \_\_\_\_\_ By: \_\_\_\_\_  
Date Treasurer's Signature Treasurer Name Printed

**Household account status is as follows:**

<b>Current</b>
Overdue Amount to be paid before this request can be forwarded to ARC:

Received by ARC: \_\_\_\_\_ By: \_\_\_\_\_  
Date ARC Member Signature ARC Member Name Printed

**The ARC's decision on the information submitted is as follows:**

Approved Unconditionally
Approved with the following Conditions (See Comments)
Plans Incomplete - Information Requested** (See Comments)
Rejected** (See Comments)

\*\*Please resubmit plans to the ARC within fourteen (14) calendar days of this notice. The proposed additions/modifications cannot be performed until the ARC has rendered a written approval. Thank you for your cooperation

**Comments:**

Approved by the Board of Directors: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
ARC Chairman Signature Name Printed Date

By: \_\_\_\_\_  
HOA President or Vice President Signature Name Printed Date