

*Pinewood Homeowners Association, Inc.*

**Application to the Architectural Control Committee**

This application must be completed by the homeowner and submitted in its entirety **before** any work commences. Please refer to your Declaration of Covenants, Conditions and Restrictions, Article V, for a description and purpose.

Please allow thirty (30) days from the time we receive all the required information for the results of this review.

**Date of Request:** \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**\*Description of Proposed Changes / Additions / Improvements:** (please check one)

- Fencing    Swimming Pool    Landscaping    Exterior Painting    Driveway    Electrical/Lighting    Roof Replacement
- Satellite Dish    Hurricane Shutters    Screen/Patio Enclosure    Patio/Deck Installation    Other Addition/Removal (Specify)

- Attach a copy of a plot plan, drawing or survey showing where the work will be performed on your home/lot, contractor's license and certificate of insurance, contract and building permit, if applicable.
- All materials, dimensions and finishes must be described in detail and color samples must be attached for any paint or other finishes.

**All approvals are subject to the following:**

- Property owner must conform to local zoning and building regulations, including obtaining necessary permits, adhering to set-back requirements and contacting underground utility services before digging.
- Property owner must accept liability for encroachment on or damage to any easements, common areas or other property.
- Property owner must continue to maintain property during construction and may not deviate in any manner from the approved plan. All construction materials must be confined solely to the homeowner's property.
- All work must be started within 30 days after approval and completed within 90 days after start of work. Please be considerate of neighbors while work is being completed.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Signature

***Please return application & required attachments to:***

**Pinewood Homeowners Association, Inc.**  
**c/o Garrison Property Services, LLC**  
**P.O. Box 510 \* Dundee, FL 33838**  
**(863) 439-6550 \* (863) 292-0846 Fax**  
[www.garrisonpropertyservices.com](http://www.garrisonpropertyservices.com)

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***This section to be completed by Architectural Control Committee***

**Date Received by ACC:** \_\_\_\_\_

- Approved as Submitted
- Approved with Required Conditions (see notes below or on attached plans, drawings or survey)
- Denied (see notes below) *\*If denied, you may file an appeal with the Board of Directors within 30 days*

\*Review Notes/Comments:

\_\_\_\_\_  
Architectural Control Committee Signature / Date

\_\_\_\_\_  
Architectural Control Committee Signature / Date

\_\_\_\_\_  
Architectural Control Committee Signature / Date

\_\_\_\_\_  
**Disposition Sent / Given to Owner By / Date**