Metrowest Unit Five Homeowners Association, Inc.

Architectural Review Board (ARB) Submittal
Metrowest Unit Five Homeowners Association, Inc.
323 Circle Drive, Maitland, FL 32751
This form can be completed on the Vista Portal by visiting portal.vistacamfl.com
Or Email arb@vistacamfl.com
Phone (407) 682-3443 FAX (407) 682-0181

*** PLEASE FILL OUT ONLY ONE FORM PER PROJECT ***

Name: _____ **Date:** ___/___/___

Address: _____

Mailing Address (if different from address above): _____

Phone: (Home) _____ **(Work)** _____

Email: _____

☐ **Paint:** Please specify manufacturer, name, and number of selection(s).

Body: _____ **Trim:** _____ **Front Door:** _____

Garage Doors: _____ **Shutters:** _____ **Other Trim:** _____

Manufacturer: _____ **Scheme # (if applicable):** _____

☐ **Fencing:** Please provide a site plan.

Material:_____ **Height:** _____ **Color:** _____

☐ **Roof:**

Manufacturer: _____ **Shingle Type:** ☐ **3 Tab** ☐ **Architectural** ☐ **Other:** _____ **Color:** _____

☐ *** FOR ALL OTHER PROJECTS, PLEASE USE THE SPACE BELOW ***

General description of work to be performed; including but not limited to solar panels, landscaping changes, pavers, pools, screened enclosures, etc. Please attach a sketch, photograph or sales brochure illustrations of desired addition and/or modifications.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

If more room is needed please use additional paper.

REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION

The supporting documentation listed below must accompany this architectural review application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete and returned to the applicant.

Paint Colors - A sample, model number of the color(s) to be used and manufacturer must be provided, both for repainting and for structural additions. **Scheme #s are to be listed only if applicable.**

Finish Materials - A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.

Site Plan - A site plan, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.

Architectural Drawings and Landscape Plans - Detailed architectural drawings or plans must be provided for decks, storage sheds, any structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.

Photographs - The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.

Other Exhibits - Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Architectural Review Committee or Managing Agent prior to the submission of an application.

FOR ARB COMMITTEE ONLY

☐ Approved as is, subject to appropriate permits being obtained, if required, after review and approval.

☐ Denied (Please check reason for denial below)

☐ Returned without action; ☐ need site plan; ☐ need more details/specifications/drawings to understand request, ☐ other.

Authorized Board/Committee Signatures: Date:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Architectural Review Guidelines

Below is a list of **REQUIRED** documentation for the most common types of architectural changes for properties. **ALWAYS** be sure to mark on the application if a contractor or homeowner will be completing the work requested.

!!AN ARB APPLICATION FOR YOUR COMMUNITY MUST BE COMPLETED!!

***One application per requested project is required, multiple projects on one form will not be processed. ***

***Please be aware that if these requirements are not met when submitting an ARB application, it will not be processed and will be returned asking for the missing information/documentation. ***

The management company is NOT responsible for making decisions when it comes to a homeowner's application. The ARB Committee and Board of Directors are ultimately responsible for all ARB decisions. The ARB/ BOD must respond with either approval or denial of your application within 30 DAYS of receipt of a completed application.

Painting:

- The color names and codes for the paint you are requesting; listing the color only i.e., "trim will be white, base will be gray" will not be accepted.
- The manufacturer of the paint, name of the color and it's specific color code must be on your application.
- The paint scheme # if applicable to your painting project; **you may not mix and match colors from different schemes. Approved colors are available on the Association Website**
- A contractor proposal for the work to be done (if not being completed by the homeowner)
- Picture of paint samples

*Please be aware that our management company **DOES NOT** have the original color schemes for any house. Phrases including "same as current" will not be accepted and will be returned requesting more information. *

Fence:

- A plot survey indicating where the proposed installation of the fence.
- The type of fence i.e., PVC, wooden, metal (state on application)
- Picture of type of fence you have chosen – manufacturer picture/brochure.
- The fence dimensions; height, perimeter length (state on application)
- Color of fence (state on application)
- A contractor proposal for the work to be done.
- A City permit is required to install or replace a fence.

*Please be aware of any fence restrictions your community may have before submitting an application. *

Roof:

- Name of the color of the shingles i.e., Weathered Wood, Colonial Slate (state on application) Having "gray" or "same/similar as current" on the application will not be accepted.
- Name of the manufacturer for the roof shingles chosen (state on application)
- If asphalt shingles, they must be "architectural" or an offset three tab.
- A contractor proposal for the work to be done.
- Picture of roof sample
- Metal Roofs are not permitted.

Landscaping/Tree Removal:

- Description of the landscape change on the application
- Pictures of what will be added to/removed from the property.
- Size of plant materials should be included.
- More than 50% replacement of plants requires a detailed landscaping plan.
- Landscaping should have a three-level design concept.
- A plot survey or sketch showing where the changes are going to be made on the property.
- A contractor proposal for the work to be done (if not being completed by the homeowner.)

Windows/Door Alterations:

- Pictures of the windows/doors that will be used for the replacement.
- Brochure from manufacturer submitted.
- A contractor proposal for the work to be done (if not being completed by the homeowner.)

Pavers/Driveways:

- A plot survey indicating where the pavers will be placed on the property.
- The color name **AND** the name of the manufacturer for the pavers
- A contractor proposal for the work to be done.
- Picture of pavers or driveway sample (concrete, brick, pavers, etc.)
- Pattern of installation

Sheds ARE NOT PERMITTED

Porch/Patio:

- Picture(s) of the porch/patio; dimensions should be included.
- Plot survey showing where the porch/patio will be located on the property.
- A contractor proposal for the work to be done (if not being completed by the homeowner.)
- City Building Permits are required.

Gutters:

- The color of the gutters to be installed.
- Color selection should compliment color of house and trim.
- A plot survey showing where the gutter will be placed on the house.
- Type of gutters chosen
- A contractor proposal for the work to be done.
- Picture of the type of gutters chosen

Solar Panels/Pools:

- A plot survey showing where the solar panels/pool will be placed on the property.
- Panels must be placed on the roof.
- Panels should be positioned to not be visible from the entry street whenever possible.
- A packet from the manufacturer
- A contractor proposal for the work to be done.

Submitting an ARB Application

3 METHODS FOR ARB APPLICATION SUBMISSION.

1.) Submitting your application through the homeowner portal

- Via homeowner portal: Log in to your account by going to http://portal.vistacamfl.com using your email and password.
  - If you do not have a login for the portal, you can send a request for a login by doing the following:
    - Click the "Login" button in the top right-hand corner of the screen.
    - Click the "Sign Up" button (the last orange button)
    - Click the underlined phrase "I do not have a registration key" under the last fillable space on the page
    - Fill out all the required information on this page and hit "Create" when. finished, this will create a request for Vista to know you need a login.
    - You will receive an email from Vista once your login has been created.
- Once you have logged in, click on the tab on the left-hand side that says, "ARC Request". From there, you will have access to a fillable ARB form as well as any additional information you made need to know, i.e., approved paint colors. Once everything has been filled out and attached, click the "Submit" button, this will send Vista a notification for your ARB request.
  - Be sure to save your filled out form to your computer before submitting it through the portal so your information can be saved once it is filled out completely.
  - All forms and images must be sent as attachments, they will not be viewable if they are copied and pasted into the text box area.

2.) Submitting your application through email:

- You may submit your application through email by sending it to arb@vistacamfl.com directly.
  - If you need an application, you can request one by sending a message to the email above.

3.) Submitting your application through the mail:

- You may send a paper copy of your application and its attachments directly to our office using the following address:

Vista Community Association Management 323
Circle Drive
Maitland, FL 32751