

DESIGN REVIEW BOARD (DRB) APPLICATION
ARBOR GREENE OF NEW TAMPA HOMEOWNERS ASSOCIATION, INC.
14914 WINDING CREEK CT, TAMPA, FLORIDA 33613 (813) 374-2363
arborgreene@myterracomunity.com

OWNER NAME: _____ APPLICANT NAME (if different): _____

STREET ADDRESS OF SUBJECT PROPERTY: _____

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

APPLICATION DATE: _____
 (application must be received by the Management Company at least 7 days prior to the DRB meeting)

EMAIL ADDRESS: _____ PHONE NUMBER: _____

This application is to resolve an out-of-compliance notification: YES NO

I have read and agree with the terms of the Homeowner's Checklist. YES NO

Please check the box of the village you live in:

- Alcove Enclave Heather Sound Parkview Retreat Whisper Pointe
 Avalon Estuary Landing Preserve Trace Wynthorne

The undersigned owner seeks approval from the Arbor Greene Design Review Board (DRB) for ONE of the following Improvements:

- Roofing, gutters Landscaping Pavers, walkway, retaining wall or ramp Pool and/or patio Enclosure
 Painting Fencing Carriage lighting Garage or entry door Windows Energy installation (Propane, generator, solar) Mailbox Other

NOTE: Applications without all required documentation will not be reviewed.

ALL details of structure or exterior installation/modification/alteration, must be FULLY explained below:

YOU MUST ADHERE TO ONE ENTIRE SCHEME (You may not flip flop body or trim, etc, nor may you choose a body from one scheme and a trim or door from another scheme. Selections from two or more paint schemes will not be approved).

Village Paint Book _____ Scheme Number _____ Same Color as Existing Yes No

	Color Name	Finish (No Gloss)	Manufacturer Color Number
1. Body, Side/rear doors			
2. Trim, shutters, medallions			
3. Front Door			
4. Garage Door (trim or body)			

NOTE: I understand and agree that construction or other improvements for which approval is granted hereunder must commence within 3 months from the approval date and be completed within 6 months of the approval date. If the construction and/or improvements have not begun within said 3 month period, or have not been completed within 6 months of the approval date, this approval shall be null and void and a new DRB application must be submitted. I will notify the DRB in writing when the project is complete by submitting the Notice of Completion (NOC) form. I further understand and agree that the DRB will be given access to my property, with proper notification and permission, if a visual inspection is required for final approval.

The property owner agrees not to begin property improvement(s) until the DRB provides notification in writing of its approval. If any change is made that has not been approved, it is understand and agreed that the HOA has the right to require removal of the improvement from the property, and/or will require recuperation of all legal and administrative fees incurred by the HOA to affect the same.

SIGNATURE OF OWNER/APPLICANT: _____

TO BE COMPLETED BY THE DRB

APPLICATION/NOC

Received Date: _____ Meeting Date _____

Approval Granted: _____

Approval Denied: _____ Rule: _____

Stipulations Imposed: _____

Application/NOC Incomplete: _____ Information needed: _____

Arbor Greene DRB Member Signature's:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Applications denied by majority vote may be appealed by the homeowner or owner's agent who submitted that application. Any owner aggrieved by a decision of the DRB shall have the right to make a written request within thirty (30) days of such decision. Appeals shall be provided in writing to Property Manager for review by the Board of Directors. The determination of the Board of Directors shall be final.

NOTICE OF COMPLETION (NOC) DESIGN REVIEW BOARD (DRB)

**Arbor Greene of New Tampa Homeowners Association, Inc.
14914 Winding Creek Ct, Tampa, Florida 33613 (813) 374-2363
arborgreene@mytterracomunity.com**

Original Application Date: _____ **Application Approval Date:** _____

Owner's Name: _____

Phone: _____ **Email Address:** _____

Property Address: _____ **Village:** _____

Project Description: _____

My project was not started/completed as proposed because _____

The undersigned OWNER hereby notifies the DRB that the above-described Project has been completed and hereby submits the following:

- (1) Notice of Completion (NOC)**
- (2) Final as-built survey of the property (only for construction projects)**
- (3) Copy of all DRB approval information**
- (4) Photographs of relevant views of the completed project**

***25 MB limit on combined file upload. Please reduce the size of photos and documents.**

The applicant agrees that the DRB may occasionally require access to the property, including the back yard if necessary, to visually inspect the completed work before granting final approval.

Notice of Completion submitted without photos will not be approved.

Owner's Signature: _____ **Date:** _____