

**Highland Pointe HOA**  
**Architectural Review Committee (ARC) Application**

Name \_\_\_\_\_ Mail Application to: Highland Pointe HOA  
500 Orchid Springs Drive  
Winter Haven, FL 33884

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Phone (s) Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

In accordance with Declaration of Covenants, Conditions and Restrictions and the Association's rules and regulation, installation must conform to this approval and the Association's guidelines. I hereby request your consent to make the following changes, alterations, renovations and/or additions to my property.

☐ Fence ☐ Swimming Pool ☐ Lawn Ornament ☐ Patio ☐ Screen Encl  
☐ Ext. Color ☐ Landscaping ☐ Lawn Replacement ☐ Other \_\_\_\_\_

Description: \_\_\_\_\_

Attach two (2) copies of the property survey that shows the locations of the proposed change, alteration, renovation or addition. Attach two (2) drawing of your plan (s). Attach two (2) color samples, if applicable.

Note: Applications submitted without two (2) copies of the survey, drawing, or color sample will be considered incomplete. If an application is incomplete, it delays your approval/denial time. If we need to request more information, and it is not returned in one week from the request, your application will be null and void.

*I hereby understand and agree to the following conditions:*

- 1. No work will begin until written approval is received from the Association. You have 60 days from the approval date to complete the work. If not, then you must reapply for ARB approval.**
2. All Work will be done expeditiously once commenced and will be done in a good workmanlike manner by licensed contractor or myself.
3. All work will be preformed in a timely and in a manner that will minimize interference and inconvenience to other residents.
4. I assume all liability and will be responsible for any and all damages to other lots and/or common area or injury, which may result from performance of the work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
6. I am responsible for complying, with and will comply with, all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.
7. Upon receipt, the Association will make a decision, which may take up to 30 days. I will be notified in writing when the application is either approved or denied.

**ALL HOMEOWNERS ARE RESPONSIBLE TO FOLLOW THE RULES AND GUIDELINES OF THEIR  
ASSOCIATION WHEN MAKING ANY ARCHITECTURAL CHANGES.**

Signature of owner(s) \_\_\_\_\_ Date \_\_\_\_\_

**Do not write below this line**

This application is hereby: ☐ Approved ☐ Disapproved Date \_\_\_\_\_

Signature \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_