

**Sweetwater Country Club Homeowners Association, Inc.**  
**Architectural Review Board**  
**Application Process**

1. **Applications may be obtained at the office of FirstService Residential by calling 407/644-0010 ext. 7316, or by e-mail to: Orlando.Admin@fsresidential.com**
2. Applications must be completed and returned to the property management company with **ONE (1)** full sets of proposed alterations and specifications. **One (1)** copies of the lot survey/plot plan showing setbacks, location of structure, driveway and sidewalks, etc. must also be included with requested alteration drawn to scale. Alterations will be distributed as follows: one set for the ARB file, and one set returned to the property owner.
3. Mail your completed application to: Sweetwater Country Club HOA, c/o FirstService Residential, 2300 Maitland Center Parkway, Suite 101, Maitland, Florida 32751.
4. The Association's management company will forward the application to the ARB to review the project. Adjoining neighbors may need to be notified if the project is unusual to the area.
5. The ARB meets **ONCE** each month on the **THIRD Thursday** at 6:45 p.m. at the SWCC, Sweetwater Oaks Community Center, in the clubhouse – 810 Fox Valley Drive, Longwood, Florida 32779. Owners are not required to attend the meeting, but may if desired.
6. Following the meeting, the original, signed application will be kept on file at the Association's business office at FirstService Residential, and a copy will be forwarded to the applicant along with a formal letter of approval or denial.
7. If the project is denied, the applicant will have the right to take the project before the SWCC HOA Board of Directors for appeal.

PLEASE DO NOT CALL THE MANAGEMENT COMPANY. The management company has NO decision-making power in this matter, and has NO information regarding your request. **YOU WILL BE NOTIFIED OF THE ARB'S DECISION IN WRITING.**

**No alterations, construction or demolition may commence until written notification is received from the ARB via the Association Manager.**

**SWEETWATER COUNTRY CLUB HOMEOWNERS ASSOCIATION, INC.**

**ARCHITECTURAL REVIEW REQUEST**

This form is to be completed by the homeowner and submitted to the Architectural Review Board (ARB) for approval **PRIOR** to commencement of any work.

**Mail Application to Sweetwater Country Club HOA, c/o FirstService Residential  
2300 Maitland Center Parkway, Suite 101, Maitland, Florida 32751**

If you have any questions regarding this application, please refer to your Declaration of Covenants and Restrictions; or contact Jennifer Teolis: 407/644-0010, ext 7316 ; fax: 407/644-6693, or e-mail: Orlando.Admin@fsresidential.com

**TO BE COMPLETED BY HOMEOWNER:** (Please Print Legibly AND Provide All Required Information)

**Owner Name:** \_\_\_\_\_ **Lot #** \_\_\_\_\_

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

**Mailing Address (if different):** \_\_\_\_\_

**Phone(s):** Home/ ( ) \_\_\_\_\_ **Work/ ( )** \_\_\_\_\_ **Fax/ ( )** \_\_\_\_\_

**DESCRIBE ADDITION/CHANGE/INSTALLATION** (i.e., fence, screen enclosure, pool, exterior paint, etc.)

**Attach a copy of Property Survey/Plot indicating where addition or installation is located.**

**SPECIFICATIONS** - Attach copies of plans, estimates or pictures and complete the following:

**Dimensions:** \_\_\_\_\_

**Material(s):** \_\_\_\_\_

**Color(s): [MUST attach TWO (2) color chips]** \_\_\_\_\_

**Fence Style:** \_\_\_\_\_

**LIABILITY:** I take full responsibility and am personally liable for any damage that might occur to Sweetwater Country Club HOA property during the completion of this project.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Note:** All requests and alterations must conform to local zoning and building regulations and you are required to obtain all necessary permits if your request is approved. This request is valid for 90 days from date of approval.

*If your request is denied by the ARB, you may appeal to the Board of Directors for Review.*

**For Use By Architectural Review Board Only**

Mgmt. Rec'd: \_\_\_\_/\_\_\_\_/\_\_\_\_ Forwarded to: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

Mailed to Owner: \_\_\_\_/\_\_\_\_/\_\_\_\_

APPROVED  DENIED \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

APPROVED  DENIED \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

ARB Comments \_\_\_\_\_

\_\_\_\_\_