

Cypress Head Architectural Review Committee (ARC)
Application for External Changes on Property

Any EXTERNAL ARCHITECTURAL, LANDSCAPE, or HARDSCAPE changes require ARC approval before work is begun. City of Port Orange approvals may also be required.

This application must be completed and submitted, along with any required attachments to the HOA clubhouse. The ARC will review your request at the next scheduled meeting, and determine acceptance or denial based on Cypress Head governing documents and guidelines. For further information, see the ARC Procedures and guidelines at www.cypressheadhoa.org or call Tout Management.

DATE SUBMITTED: _____ **PROJECT START DATE:** _____ **EST. COMPL. DATE:** _____

OWNER NAME: _____ **PROPERTY ADDRESS:** _____

PHONE: _____ **EMAIL:** _____

DESCRIPTION OF JOB/ WORK (Describe including materials to be used. Provide additional page if needed.)

LANDSCAPE: (Tree removal/replacement, shrubbery, plant beds, sod, etc.)

HARDSCAPE: (Driveway, walkways, patio/Lanai, lighting)

ARCHITECTURAL: (Painting, Roof, Additions)

OTHER: (Describe)

COLORS: Color swatches must be attached for all painting, staining, etc. Sample of shingle or tile must be provided for roofing changes.

WHO IS PERFORMING THE WORK? _____

Heavy Equipment: If heavy equipment is to be used (Trucks, machinery, dumpster, etc.) you must also submit a 'Performance Assurance Deposit' in the amount of \$500 to be available to HOA if damage occurs. The Deposit is a check made out to Cypress Head Master HOA for \$500 that will be held (not cashed) and then destroyed if no damage is noted.

ARC REVIEW NOTES: (Applicant Do Not Write in This Area) **DATE:** _____

APPROVED AS SUBMITTED:

APPROVED WITH CONDITIONS/REVISIONS:

DISAPPROVED: