

MALLARD POND HOMEOWNERS' ASSOCIATION OF ST CLOUD

This form is to be completed by the homeowner and submitted to the **Architectural Review Board** for approval **PRIOR** to commencement of any project. **Mail Application to: MALLARD POND HOA C/O Sentry Management 601 E. Oak Street, Suite C, Kissimmee, FL 34744.** For additional information or assistance call (407) 846-6323, Fax (407) 846-0301, or e-mail kissimmee@sentrymgt.com

(Please Print Legibly)

Owner Name _____ Date ____/____/____

Property Address _____ St. Cloud, Florida 34772

Mail Address (if different) _____

Email _____ Agent (if Applicable) _____

Cell # _____ Home # _____ Work # _____ Fax # _____

MUST PROVIDE THE BELOW REQUIRED INFORMATION

Please provide the following information. Refer to page 2 of this form for specifics required for each submission type.

1. DESCRIBE ADDITION, CHANGE OR INSTALLATION (i.e. fence, screen enclosure, pool, exterior paint, etc.): _____

2. Attach copy of property survey (indicating where addition or installation is located)
3. SPECIFICATIONS: (attach copies of plans, estimates or pictures) _____
4. Dimensions: _____
5. Material(s): _____

6. Color(s): Body _____ Trim _____ Door Other _____ Color(s): _____
(attach 1 of each original color chips) _____
7. Fence Style (Posts Must Face Inward.) _____

8. Other Info: _____

Request and alterations must conform to all local zoning and building regulations. **You are required to obtain required permits if your request is approved.** If your request is denied you may appeal to the Board of Directors for review.

Mgmt. Rec'd ____/____/____ Sent to _____ on ____/____/____ Mailed to Owner ____/____/____

As-Built Completion Review ____/____/____ Comments: _____

() APPROVED	() DENIED	_____	Date _____
() APPROVED	() DENIED	_____	Date _____
() APPROVED	() DENIED	_____	Date _____

WORK MUST BE COMPLETED WITHIN 90 DAYS AND RE-SUBMITTED FOR AN AS-BUILT COMPLETION REVIEW OR A NEW ARC MUST BE SUBMITTED.

Submission Requirements

Refer to the following information when submitting your architectural request.

Request type	Requirements
Painting	<ul style="list-style-type: none">• Provide a physical paint sample of each color with this request form. For example, a paint strip of the color(s) you want to use.• Flat or satin finish/sheen only.
Building Additions	<ul style="list-style-type: none">• Building plans• County permits• Colors• Texture.
Tree Removal	<ul style="list-style-type: none">• Grinding down of stump is required.• Must clean up and remove immediately.
Fence Installation	<ul style="list-style-type: none">• Color, size, material, kind, is the installer going by the survey of the property.• No County Permit required
Concrete cleaning and/or repair	<ul style="list-style-type: none">• No color stains allowed with the exception of gray scale. It must be concrete material not painted on.• County Permit on extensions required.• Cannot concrete past the front corner of the house.
Roof Replacement	<ul style="list-style-type: none">• Color• Company• County Permit
Screened enclosure	<ul style="list-style-type: none">• Color• Size• Building plans• Company• Drawing• County permit