

ARCHITECTURAL REVIEW COMMITTEE (ARC)
THE GLENS @COUNTRY CREEK

Homeowner _____

Address _____

Phone () _____

Email _____

Types of Improvements (but not limited to):

- () Landscaping () Shed/ Detached Structure () Structural / Roofing / Siding
- () Tree Removal () Pool/Spa () Paint/ Change Color
- () Fence () Screen/ Florida Room () Other

Description of work: (Please attach any site layout plans, specifications, paint color selections, etc.)

Proposed Start Date ___/___/___ **Expected Completion Date** ___/___/___

Special Notes:

1. Removal of Trees Living or Dead

- a. Require ARC approval prior to city permitting and approval from Altamonte Springs Code Enforcement
- b. **PROOF OF PERMITS MUST BE PRESENTED TO THE ARC PRIOR TO TREE REMOVAL**
- c. *City permits require signed The Glens ARC form with signatures on file with Altamonte Springs.*

2. City Permits, when applicable, are the Homeowner’s responsibility to obtain and said permit stays with the homeowner. The ARC/Board may request proof of city permits when warranted.

3. The Architectural Review Committee (ARC) shall not be held responsible for any defects in the plans, specifications or improvements to the property as submitted. ARC review of plans submitted will be limited to the governing documents of The Glens HOA at the time of the request.

4. Exterior Painting: All colors must be approved by the ARC with colors permitted as per The Glens Covenants and Regulations. **(Refer To Section 8.3 and Section 8.4.5)**

Do I need to submit an ARC application if I am painting my house the same color?

Yes. Some houses have been painted outside of the approved guidelines, and over time the ARC wishes to bring every home into conformity with the policies. The ARC committee will also need to approve accent colors for trim, shutters, and garage doors.

5. Landscaping: Lawn Ornaments need ARC approval and need to be properly secured for safety.

6. Homeowners needing Architectural Review Committee guidelines should refer page 2 below and to ARTICLE VIII of the Declarations of Covenants and Restrictions for The Glens @ Country Creek.

7. ARC Forms are valid for (60) sixty days from date of approval. Exceptions to this rule must have an approval form signed by all (3) ARC Committee Members

X.....Date ___/___/___

Homeowner Signature

ARC COMMITTEE USE ONLY~ Date Received/...../..... **(Please allow 30 days or less for review -if plans are not approved within such period, they shall be deemed to have been disapproved)**

Jay Cooper ~Director/ARC _____

Jason Brickley ~ ARC _____

Alyssa List~ ARC _____

() **APPROVED** Date ___/___/___ () **NOT APPROVED** Date ___/___/___

Please print & complete the ARC form and mail, fax or email to:

The Glens @ Country Creek HOA
c/o Preferred Community Management, Inc.

P.O. Box 4129

Winter Park, FL 32793

407-681-0394 fax 407-681-0395

mfrasca@pcmhoaf.com

Your request will be forwarded to the Association's ARC for processing. Please allow 30 days or less for review.

Please do not submit directly to an ARC volunteer in order to respect their privacy.

Thank you!

ARCHITECTURAL REVIEW COMMITTEE GUIDELINES

THE GLENS at COUNTRY CREEK, The Architectural Review Committee (ARC) together with the Board of Directors and “Declaration of Covenants and Restrictions” have been developed to protect land values, preserve the natural beauty, and insure the continuity of the life-style we chose when we purchased our homes in The Glens at Country Creek. Without the A.R.C., The Glens H.O.A. and every committed homeowner, it would be impossible to maintain the quality of life that we have come to appreciate in Country Creek. They exist merely to protect us from the possible mistakes of others that once committed may prove costly to fix and even more difficult to reverse.

The following list of guidelines has been proposed with the purpose of addressing the concerns listed above. This list does not cover every item that might arise but is only a sample of anticipated requests.

Exterior Painting:

If you are planning to paint the exterior of your home, please submit an **ARC FORM** to The Glens Architectural Review Committee. The ARC may contact you to review your application. After approval from the ARC, the property manager will send you a letter confirming this approval. Please do not begin painting without confirmation of approval as you may be asked to change your color if not approved.

Fences: Must consist of ARC approved material (usually wood or PVC) and have a maximum height of 6 feet. Privacy fences must be set back 15 feet from the front of the house. Chain link fence is not permitted. Wood fences with a “finished side” to them must face to the outside of the property enclosed, and if PVC is used then the most cosmetically appealing side must face outward. Homes with back yards facing County Creek Parkway may not have fences along the Parkway. Fences in the side yards of houses facing the Parkway may not extend farther than the farthest most point of the house closest to the Parkway.

Auxiliary Structures: Tool sheds, playhouses, recreational or play equipment, clotheslines, etc., are permitted ONLY in the rear yard within area 5 feet inside the side walls of the house. Only folding umbrella type clothesline will be permitted. These items will not be used or permitted in yards facing Country Creek Parkway, unless suitably screened from view from the Parkway either by hedges, privacy screens or landscaping deemed fit per ARC rules. Exceptions may be permitted for homes with unusually small back yards based on ARC review and approval. Yard structures or decorations of a permanent nature must be securely anchored to the ground and must not exceed a height of 6 feet. Unauthorized structures will be dealt with by the ARC and Board of Directors according to current Glens Covenants & Regulations and Altamonte Springs City Code.

Swimming Pools: Are allowed on lots where space allows. All pools will be enclosed by a privacy fence or screened enclosure. Pools and enclosures must meet city and county requirements, have ARC approval and all permits must be obtained before installation.

Trees: Equal to or larger than 2 ¾ inches in diameter at a point measured 4 feet from the ground, or any species of Oak tree may NOT be removed without written approval from the ARC and City of Altamonte Springs. **PROOF OF PERMITS MUST BE PRESENTED TO THE ARC PRIOR TO TREE REMOVAL.** Vegetation shall NOT be removed from the landscape easements without prior approval of the ARC.

Common Areas: In The Glens are for the use and enjoyment of all residents. Due to liability and safety concerns motorized vehicles are not permitted.

Parking: Recreational vehicles (boats, jet skis, etc..) or work vehicles (trailers, heavy equipment, etc..) on the street is NOT permitted for a period of more than 24 hours. Parking on areas of your property other than the driveway is NOT permitted.

Article VIII, Architectural Controls, in the Declaration of the Covenants and the Restrictions for The Glens, spells out the procedure to follow in submitting a request to the ARC.

TO SUBMIT:

Please complete the ARC form and mail, fax or email to:

**The Glens @ Country Creek HOA
c/o Preferred Community Management, Inc.**

P.O. Box 4129

Winter Park, FL 32793

407-681-0394 fax 407-681-0395

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3/2019