



Waterside on Johns Lake Phase One Homeowners Association, Inc.  
 16917 Tradewind Point, Winter Garden, FL 34787  
 407.395.8445 waterside@artemislifestyles.com

## ARCHITECTURAL CHANGE REQUEST

(Please complete both side of the form)

Community Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Property Owner: \_\_\_\_\_ Property Address: \_\_\_\_\_  
 Lot No. \_\_\_\_\_ Telephone Number: (Home) \_\_\_\_\_ (Office or other) \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### INFORMATION ABOUT THE ARCHITECTURAL CHANGE YOU ARE SEEKING

- ✓ Mark One or more:
- |  |   |
|--|---|
| <input type="checkbox"/> Landscape Change                    | <input type="checkbox"/> Screen/Patio Enclosure                       |
| <input type="checkbox"/> Fence Installation                  | <input type="checkbox"/> Patio Installation                           |
| <input type="checkbox"/> Color Change/House                  | <input type="checkbox"/> Pool   |
| <input type="checkbox"/> Driveway (Pavers, paint or stamped) | <input type="checkbox"/> ACC Application Extension (More Time Needed) |
| <input type="checkbox"/> Electrical/Lighting                 | <input type="checkbox"/> OTHER  |
| <input type="checkbox"/> Satellite Dish                      | (Specify) _____   |
| <input type="checkbox"/> Roof Replacement                    | _____   |
| <input type="checkbox"/> Hurricane Shutters                  |   |

For Paint Applications (be sure to include code and color name of approved color by your association):

Body/Garage Color Requested \_\_\_\_\_ Do you have shutters?  
 Trim Color Requested \_\_\_\_\_ Yes  No   
 Front Door Color Requested \_\_\_\_\_ If yes, color \_\_\_\_\_

Please describe the type of change you are seeking approval for, refer to the **Community Standards** located in the FrontSteps Portal. Please specify any materials or any other information:

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ATTACH THE FOLLOWING TO YOUR REQUEST:

- Copy of your current property survey, illustrating where the project will be on your home/lot including dimensions.
- Photos of the intended result of the project.
- Photos of the home as it currently looks.
- Paint: Include paint color samples with the paint name and code.
- Contractor specification sheets, detailing the material/design/color/height of the project (if applicable).
- Pool applications must include the above along with an impervious calculation, the contractor design documents, documentation with screen enclosure details (if applicable), and a letter of consent from the neighbor(s).

PLEASE READ AND SIGN THE FOLLOWING ACKNOWLEDGEMENT:

- Approvals are valid for six (6) months.
- Construction of all improvements shall be completed within six (6) months from the approval date. Should an extension be needed, Homeowner must request, in writing an extension for the completion of the approved project, to the ACC.
- ONLY the owner of the subject property may make an application for alteration or change.
- Application DOES NOT guarantee approval and that any approval must be received, in writing, prior to making the alteration or change sought in this application.
- Architectural Change approval is based upon the aesthetics of the proposed change and does not certify the construction worthiness or structural integrity of the change proposed.
- Applicants are SOLELY responsible for calling the appropriate utilities BEFORE digging, to have all underground services marked. Applicants are SOLELY responsible for any damage or costs associated with restoring service. Applicants are SOLELY responsible for damaged irrigation.
- Applicants are Solely responsible for following all local codes, obtaining proper permits, and adhering to set-back requirements.
- Applicants MAY NOT deviate in any manner from the approved plan. Any change requires PRIOR WRITTEN approval.
- Fencing: Homeowner is responsible for any damage to drainage easement on property and adjacent properties due to fence installation.
- Pool: If any common area owned by the association is affected, permission needs to be granted by the association to access the common area. Deposits for common areas damages may be required.
- Days of operation are from Monday through Saturday from 7:00 a.m. to 6:00 p.m.
- Contractors must clean up any construction debris at the end of each day.
- Dumpsters must be placed in the owner's driveway with plywood placed underneath.

\* ACC applications are reviewed on the third Wednesday of each month. A complete application must be received on or before 12:00pm the Wednesday of the week prior to the meeting. Response letters are sent via email. Providing an email address on your application consents to the electronic transmission of the application response. \*

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

ASSOCIATION USE ONLY

DATE SENT TO PHASE ONE ACC: \_\_\_\_\_ DISPOSITION: APPROVED DENIED APPROVED WITH CONDITIONS

CONDITIONS IMPOSED:

\_\_\_\_\_  
\_\_\_\_\_

Signature(s) of Phase One ACC \_\_\_\_\_ DATE \_\_\_\_\_

DISPOSITION LETTER SENT TO APPLICANT ON \_\_\_\_\_ by \_\_\_\_\_