



Architectural Application Process

based on the

Architectural Design Guidelines

Section 3.3. of guidelines- Responsibilities of the Modifications Committee: The primary responsibility of the Modifications Committee is very broadly defined in Article VI of the Declaration: "The Association shall have a Modifications Committee ("MC") which shall consist of at least three (3) and no more than five (5) members, all of whom shall be appointed by the Board of Directors. The MC shall have exclusive jurisdiction over modifications, additions, or alterations made on or to Lots, existing Dwelling Units or structures containing Dwelling Units and the open space, if any, appurtenant to such Dwelling Units, except for structures on the Commercial Acres." There may be overlapping membership for the Board of Directors and the Modifications Committee. The Modifications Committee shall be responsible for enforcing the Association's approved Design Guidelines with respect to exterior modifications to homes and lots proposed by lot owners. The Committee shall review and approve (or disapprove) applications submitted by lot owners for visible exterior additions, alterations or modifications to a home or lot. The Committee's review process shall be governed by these Design Guidelines enacted by the Association's Board of Directors.

Application and review procedures that will be used by the Modifications Committee are detailed below.

7.1. APPLICATION FORMAT All applications for proposed modifications must be submitted in writing using the application form authorized by the Modifications Committee. A copy of the standard form (Appendix A, Exhibit 1) is included in this handbook. Applications must be completed in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies to be remedied in order to be considered for review.

(Once application(s) are filled out completely they may be submitted two ways turned in at Eastwood Office or uploaded on owners portal when submitting an ARC request if any deposits are due please make sure they are brought to Eastwood Office : 150 Cavan Lane, Orlando, FL 32828. Application(s) are found on Eastwood website www.eastwoodcommunity.com under Information and Modification Committee)



7.2. SUPPORTING DOCUMENTS 7.2.1. The application must include a complete and accurate description of the proposed modification(s). In order to permit evaluation by the Modifications Committee, supporting exhibits will frequently be required. Examples include: • site plan showing the location and dimensions of the proposed modifications; • architectural drawings or plans, as applicable; • landscape plan; material and/or color samples, etc. The design guidelines and application form provide guidance with respect to the supporting documentation required for various types of modifications. One (1) copy of all supporting documents must be submitted. A first generation copy is acceptable. All documents shall be legible. Faxed copies are acceptable. Do not submit originals as they will not be returned.

7.3. APPLICATION SUBMITTAL All applications will be submitted to the onsite business office for date of receipt stamp. 7.4. SEQUENCE AND TIME FRAME FOR COMPLETION OF THE REVIEW The Modifications Committee is required to approve or disapprove any proposed modification within thirty (30) days after the receipt of a properly completed application. However, the thirty-day review period will only commence upon the receipt of a properly completed application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial modifications to first ensure that they are aware of all required supporting documentation prior to submitting an Architectural Review Application.

7.4.1. Routine processing typically includes the following steps. • An application is submitted to the onsite business office. 2023 Eastwood Community Association Architectural Design Guidelines (Management: Revision 20) 9 • If the application is incomplete, the Property Manager will communicate with the applicant regarding the necessary additional application information. • The Property Manager informs the applicant in writing of the Committee's decision. • Approved projects must be completed within six (6) months of committee approval. • Homeowners, who make modifications that were disapproved, or who make modifications without the prior approval of the Modifications Committee as appropriate, shall be subject to the Association's enforcement procedures. • As a final step in the application process, the applicants for a fence or pool shall notify the Modifications Committee once construction is complete. • The process is not complete until the inspection, when applicable, is performed. Applicants may request the Modifications Committee reconsider disapproval decisions (see "Reconsideration Procedure" which follows).

7.5. NOTICE OF APPROVAL/DISAPPROVAL Homeowners who have submitted Architectural Review Applications will be given written notice of the decision of the Modifications Committee. Written notice is given on completed applications received.

(Although early approval is possible there is no guarantee.)