

RIVER WATCH HOMEOWNERS ASSOCIATION OF HILLSBOROUGH, INC.

4131 Gunn Highway, Tampa, FL 33618

813-600-1100

When requesting approval for multiple alterations, each alteration must be submitted in duplicate on a separate request form. You will be notified of your committee’s determination on your request within 45 days of receipt of this application. **ACC REQUESTS MUST BE SUBMITTED TO MANAGEMENT AT LEAST ONE WEEK PRIOR TO THE NEXT POSTED ARCHITECTURAL REVIEW COMMITTEE MEETING DATE FOR THEM TO BE CONSIDERATED AT THAT MEETING. IF THEY ARE NOT RECEIVED ONE WEEK PRIOR, THEY WILL BE CONSIDERED AT THE FOLLOWING MONTHLY MEETING.**

The undersigned owner seeks approval of the following addition or alteration:

Narrative description of alteration (attached separate sheets, as needed):

To be processed, this request and all supporting documentation must be mailed in duplicate to the Association using the address listed above. Supporting documentation must be as follows:

- **LOT SURVEY INDICATING EXACTLY WHERE THE ADDITION OR ALTERATION WILL OCCUR ON THE LOT. (if relevant)**
- **PICTURES AND/OR DETAILED DESCRIPTIONS OF MATERIALS TO BE USED (i.e. type of materials, colors, styles, sizes, dimensions, etc.-see Page 2 of this form).**
- **COPY OF THE CONTRACTOR’S SPECIFICATION SHEET (if work is being contracted).**
- **PAINT OR COLOR SWATCHES (even if painting the same color).**
- **COLOR PHOTO OF THE FRONT EXTERIOR OF THE HOME WITH THE AREA(S) TO BE PAINTED NOTATED WITH EACH COLOR (if exterior painting is requested).**
- **OTHER PERTINENT INFORMATION AS MAY BE NECESSARY.**

<<INCOMPLETE REQUESTS CANNOT BE PROCESSED AND WILL BE RETURNED TO OWNERS>>

While River Watch Homeowners Association of Hillsborough, Inc. (the “Association”) may grant approval for the requested addition or alteration, the homeowner alone is responsible for seeking the required county permit(s). Most additions/alterations require permit(s) from one or more county departments. The obligation to determine whether the requested addition or alteration complies with any applicable law, rule, regulation, code or ordinance is strictly the responsibility of the homeowner and not the association. Additionally, it is understood and agreed that the association, as well as Greenacre Properties, Inc., are not required to take any action to repair, replace or maintain any such approved change, addition or alteration, any structure or any other property. The homeowner and its’ assigns assumes all responsibility and costs of any addition or alteration and its future upkeep and maintenance.

I understand that the association will contact me in writing regarding their approval or disapproval of this request. I agree not to commence any addition(s) or alteration(s) until I receive written approval from the association. If a change I perform is found NOT to be in compliance with community standards, I will return the property to its original pre-alteration condition within 30 days of written notification to do so.

NAME _____ PROPERTY ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____ E-MAIL: _____

MAILING ADDRESS (if different from above): _____

HOMEOWNERS SIGNATURE: _____

FOR ASSOCIATION USE ONLY

DATE OF APPROVAL: _____

APPROVED _____ STIPULATIONS: _____

NOT APPROVED _____ REASON(S) _____

AUTHORIZED SIGNATURE(S) _____

Project must be completed within 90 days from date of approval

RIVER WATCH HOMEOWNERS' ASSOCIATION OF HILLSBOROUGH, INC.
Architectural Change Request

Who will perform the work? _____

Estimated Start Date: _____ Estimated Completion Date: _____

WHEN REQUESTING APPROVAL FOR A PROJECT INVOLVING A CONTRACTOR, please fill out the following information. Without this information, your request will not be considered by the ACC thus causing delays.

Contractor's License Number _____

Contractor's Business Address _____

Contractor's Telephone Number _____

Where will materials necessary for the project be stored while the project is on-going?

Materials required for the proposed alteration(s) will include the following: (Please check where appropriate and describe)

_____ Fence _____

_____ Screen Aluminum _____

_____ Concrete Borders _____

_____ Pavers _____

_____ Paint/Stain Brand Name (i.e. Behr, Sherwin Williams, etc.) _____ *Please include your color scheme choices on the following page*

_____ Roof (Dimensional Shingles Only) _____ Color: _____ Manufacturer: _____

_____ Other _____

ACC SUMMARY GUIDELINES FOR HOME EXTERIOR PAINT PALETTE

PURPOSE: This summary provides the rules, guidelines and procedures for exterior home painting. The ACC and the Board of Directors have established a color palette containing tri-color combinations for body, trim and door. It has been adopted as the approved tri-color combinations for houses and other out-buildings/sheds within River Watch Homeowners Association of Hillsborough, Inc., specifically Units 5, 6 and 7. The purpose of this palette is for homeowners to have a selection of colors, that when requested, will not be disapproved.

PROCEDURE: The following procedures are for homeowners to follow when exterior home painting is planned. Each homeowner must submit a completed ACC Request form. This also applies to homeowner's repainting with the original colors. All homeowners have the following choices when choosing a paint color combination.

1. Choosing color combinations from the approved color palette:

If a homeowner submits an ACC request for exterior painting that reflects one of the authorized color combinations listed in the color palette book, approval by the Architectural Control Committee shall not be denied or withheld. The colors specified for body, trim and door are not interchangeable with different combinations or within a single combination. The paint manufacturers listed in the palette are not the required vendor/supplier of proposed paint. However, to be considered an authorized color/combination, any paint proposed/applied must be identical in color and quality to that set forth in the color palette referenced above.

NOTE: This choice does not circumvent the approval process as defined in the River Watch Documents and Covenants. An ACC request must still be submitted and approved before any work can begin. A fully annotated color photo of the home (showing location details below) must be submitted with your request.

LOCATION DETAILS: These areas of the home must be annotated on the color photo to indicate your intended color usage of BODY color, TRIM color or DOOR color.

1. BODY
2. TRIM
3. FRONT DOOR
4. GARAGE DOOR AND VENTS/LOUVERS – Must be ONLY one, solid color using either the BODY color or TRIM color.
5. KEYS – The “keys”, four-box decoration, or Windward Homes sailboat can be either BODY, TRIM OR DOOR color only.

2. Choosing colors or combinations that are not from the approved color palette:

If a homeowner submits an ACC request for exterior painting that does not reflect one of the authorized color combinations mentioned in the color palette, approval for that request is subject to the ACC approval procedures. This also applies to requests that are submitted for front entry doors.

NOTE: An ACC request must still be submitted and approved before any work can begin. A color photo of the home must be submitted with your request, with your notation(s) on the photo indicating the intended color placement. The ACC will return the photo with corrections as necessary to maintain the harmony of painting standards within River Watch.

3. Painting and completion:

The ACC approval is valid for a period of 90 days. Should painting not commence and be completed in 90 days, the ACC Request for painting approval will expire and must be resubmitted.

Should you have any questions or require additional information, it is suggested that you contact Greenacre Properties, Inc. before beginning any painting project.

Be sure to include TWO SWATCHES along with a color photo of your home, with your notation(s) on the photo indicating your intended color placement.

Color Scheme Choices:

Palette Book: YES _____ NO _____

Choice #1				
Body of Home	Color#		Color Name	
Trim	Color#		Color Name	
Door	Color#		Color Name	

Palette Book: YES _____ NO _____

Choice #2				
Body of Home	Color#		Color Name	
Trim	Color#		Color Name	
Door	Color#		Color Name	

Palette Book: YES _____ NO _____

Choice #3				
Body of Home	Color#		Color Name	
Trim	Color#		Color Name	
Door	Color#		Color Name	

NOTE: Please be sure to attach all of the following items that apply to your project:

- ❖ Copy of your Lot Survey with location of proposed alteration sketching in showing the exact location of alteration on the property.
- ❖ A copy of the contractors' specification sheet showing types, colors, styles, size and dimension of all materials being used.
- ❖ A manufacturer's brochure or a color photo illustrating the details of materials you wish to use.
- ❖ **INCOMPLETE REQUESTS WILL BE RETURNED WHICH WILL DELAY THE APPROVAL PROCESS FOR YOUR PROJECT.**

Approved requests are valid for 90 days from the date of approval. Any project not commenced and completed in 90 days, the ACC Request will expire and must be re-submitted.

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